

Community Partners

Employment Opportunities

September 26, 2016-, October 1, 2016

Bus Driver

Application Closing Date:10/3/2016

Job Location: Pahokee

Job Status: Part Time (up to 25 hours)

Service Area: Community Services

JOB SUMMARY:

To provide safe transportation for participants in the Mentor Center programs

MINIMUM QUALIFICATIONS:

- High School diploma equivalent required.
- Be at least 18 years old.
- Experience working with children.
- Flexibility in days and hours available for scheduled work.
- A valid CDL license with P & S endorsements.

Successful completion of Child First Aid/CPR training within first 3 months of hire

KEY RESPONSIBILITIES:

- Safely drives the program vehicle to transport youth (and /or adults, as needed) to or from the program and for field trips. Follows all precautions outlined in the SSPP.
- Evaluates the vehicle and the environment for safety and takes action to ensure safe passage for passengers.
- Maintains all transportation maintenance logs and mileage logs.
- Always keeps a working cell phone on person for emergency calls.
- Immediately informs supervisor of any incident. Calls 911 and the police for any emergency.

Understands and follows through with the professional responsibility to report any *suspected* child abuse or neglect immediately to the supervisor and appropriate agency

TOP Facilitator

Application Closing Date: Until Filled

Job Location: W. Palm Beach

Job Status: Full Time

Service Area: Community Services

JOB SUMMARY:

The TOP Facilitator's primary responsibility is to create a supportive classroom environment where students feel comfortable discussing issues that are important to them and to facilitate the TOP curriculum with fidelity. The TOP Facilitator's responsibility is to 1) Implement high quality clubs with fidelity, 2) Implement TOP Clubs as assigned, 3) Maintain good partnerships with TOP Clubs with stakeholders and host sites.

Teen Outreach Program® (TOP®) is a comprehensive youth development strategy that promotes the positive development of adolescents through a combination of curriculum-guided discussion and community service learning. The program provides teens with the necessary supports and opportunities to prepare for successful adulthood and avoid problem behavior. TOP® has proven effective in increasing academic success and preventing teen pregnancy and other negative behaviors among program participants, while strengthening resiliency and building self-efficacy.

MINIMUM QUALIFICATIONS:

- Associate's degree and equivalent experience working in the youth development, education, or related field. Bachelor's degree preferred
- Min of three (3) years experience working with youth ages 10 – 16
- Experience working in racially, ethnically and socioeconomically diverse communities preferred.
- Flexible in work hours including evenings and Saturdays
- Possess effective computer skills & communication skills with a focus on customer service
- Ability to be covered by the agency's vehicle insurance policy if identified to participate in transportation duties as a van driver for the program.

KEY RESPONSIBILITIES:

- Responsible for the implementation of the Teen Outreach Program® (TOP®)
 - Implements assigned TOP Clubs as assigned by Program Coordinator.
 - Adheres to the TOP Club program model and follows the fidelity of the evidence-based program. Including: Minimum of 25 dosages of club meetings, pre and post logs, pre and post teen surveys, and TOP Facilitator surveys.
 - Plans and implements TOP Club to successfully to reach all TOP certification requirements, according to the Wyman TOP Club model and CSC contract deliverables. Including: CSC Tracking Form, TOP Club summary reports, and Community service learning projects.
 - Maintaining all required TOP Certification documents in an organized binder

Navigator

Application Closing Date: 9/19/2016

Job Location: Belle Glade

Job Status: Temporary (60 days)

Service Area: Community Services

JOB SUMMARY/PRIMARY DUTIES:

THIS IS A TEMPORARY 60 DAY ASSIGNMENT.

The purpose of Bridges is to enhance parental & community capacity in targeted neighborhoods around increasing healthy births, decreasing child abuse and neglect, increasing school readiness and increasing rates for 3rd grade children reading on grade level. To support these goals, the Navigator conducts intakes (screenings and assessments) with clients, leading to referrals and linkages within that local system of care. The function of Navigation is to coordinate access and remove barriers to service for families who may have difficulty accessing support/services without assistance. Navigation provides guidance to facilitate a family's ability to adequately understand and find their way through the health and human services systems, educational and other family support services/systems.

MINIMUM QUALIFICATIONS:

- Bachelors degree (in social services preferred) or 4 years experience in related skills
- Min 2 yrs experience in related responsibilities
- Flexible in work hours including some evenings and some Saturdays
- Bi-lingual preferred for: Lake Worth, Highland, Belle Glade and Pahokee
- Possesses effective computer skills & communication skills with a focus on customer service

KEY RESPONSIBILITIES:

- Conducts intakes (screenings and assessments) with all new members & non-members associated with the Bridges, leading to referrals and linkages.
- Provides active guidance to enable families to adequately understand and find their way through the health & human services, educational and other family support systems (i.e., OneEApp for food stamps, financial assistance, etc.).
- Establishes and maintains collaborative relationships with key community service providers, particularly those within CSC's system of care and other local agencies serving children & families. Coordinates with agencies so that referrals, linkages & follow through with services are optimal for the families.
- Effectively assesses & engages target population: pregnant women and parents of children 0-5. Implements HBDS look-up & properly connects clients to the Healthy Beginnings, as needed.
- Encourages the Ages & Stages Questionnaire use by parents

Resident Assistant

Application Closing Date: 9/30/2016

Job Location: West Palm Beach

Job Status: Part-Time

Service Area: Housing Services

JOB SUMMARY:

Responsible for the daily monitoring and supervision of facility residents and equipment. Ensures safety and compliance with Project policies and guidelines. Coordinates activities, meals and various residential support services, including life skills education, participation in groups and recreational outings. Promotes a healthy and therapeutic living environment.

MINIMUM QUALIFICATIONS:

- High School diploma or GED.
- Ability to communicate effectively and to respond to emergency situations appropriately.
- Valid Florida Driver's License and ability to obtain clearance through agency auto insurance policy.
- Experience working with dual diagnosis population and knowledge of the CDOI methodology preferred.

KEY RESPONSIBILITIES:

- Monitor and supervise daily activities of the residents.
- Assist with maintenance of charts and clinical documentation in compliance with agency and DCF standards.
- Initiate room inspections and random spot checks.
- Administer drug screening tests as necessary.
- Establish and maintain on-going communication with Director and Assistant Director.
- Report residents' progress or problems to clinical treatment team.

Parent Coach

Application Closing Date: 9/30/2016

Job Location: Lake Worth

Job Status: Full Time

Service Area: Community Services

JOB SUMMARY/PRIMARY DUTIES:

The purpose of Bridges is to enhance parental & community capacity in targeted neighborhoods around increasing healthy births, decreasing child abuse and neglect, increasing school readiness and increasing rates for 3rd grade children reading on grade level.

The Bridges Parent Coach supports the Parent Engagement Domain that employs parental support strategies to help parents become, and remain committed to, actively supporting their children's learning and development. The strategies' end goals include kindergarten readiness, early literacy, reading proficiency, and freedom from abuse & neglect.

The Parent Coach is responsible for implementing Triple P level 3 services to parents of children 0-12 living in the local community. S/he will also participate in additional parenting support strategies such as: in ASQ-3 screening, parent/child activities & other kindergarten readiness efforts that build & reinforce developmentally appropriate parenting skills.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Social Work or related field of Social Services; Master's Degree preferred.
 - Min 2 yrs experience in related responsibilities
 - Flexible in work hours including some evenings and some Saturdays
 - Bi-lingual preferred for: Lake Worth, Highland & Belle Glade
 - Possesses effective computer skills & communication skills with a focus on customer service
- Training and accreditation in Triple P Primary Care within 6 months of hire.

KEY RESPONSIBILITIES:

- Implements Triple P level 3 services to parents of children 0-12 living in the local community. Implements this evidence-based program with fidelity and in a culturally competent manner.
- Actively conducts, maintains and completes 50 successful Triple P level 3 cases in a fiscal year.
- Provides Triple P Primary Care services, including: use of video resources and tip sheets, consultation, behavioral rehearsal, and modeling. Parent Coaches will follow the model.
- Assures all Triple P parents receive a Bridges Orientation and/or Navigation to receive social services referrals, if necessary.
- Collaborates with identified community services to support client/families' needs and for successful discharge/transition of clients to other levels of care

Family Empowerment Coordinator

Application Closing Date: 9/2/2016
Job Location: West Palm Beach

Job Status: Full Time
Service Area: Housing Services

JOB SUMMARY/PRIMARY DUTIES:

The Family Empowerment Coordinator will plan, develop, implement and oversee the program designed to increase self-sufficiency of low-income families and thereby reduce their need for subsidized programs and services. The coordinator is also responsible for planning and coordinating a variety of programs and services for qualified residents. The work is performed under general supervision of the Financial Capability, with considerable latitude allowed for independent judgment and action in planning activities for and with individuals and groups. This position is in partnership with the Palm Beach County Housing Authority.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Social Work, Public Administration, Psychology, Education or related field.
- Minimum two (2) years of professional experience in the direct delivery of case management and/or project management activities.
- Knowledge of the needs of communities and empowerment models available.
- Excellent math, verbal and written communication skills, including telephone and email customer service skills.
- Excellent attention to detail and accuracy orientation.
- Demonstrated proficiency with Microsoft Office programs (such as Outlook, Word, Excel) and other office relevant software programs.
- Ability to work effectively in both individual and group settings.
- Demonstrated presentation skills with the ability to adjust style and pace to audience needs.
- Willingness to work evenings and maintain a flexible work schedule.

KEY RESPONSIBILITIES:

- Provides financial coaching and assistance to persons seeking aid in a variety of areas including budget and credit counseling, first-time homeownership, Identity Theft and Income Tax Preparation.
- Assess service needs of program participants, and through service coordination assist participants in accessing appropriate public or private community agencies to obtain specialized types of assistance;
- Supervise and participate in preparation and maintenance of program materials, reports, records such as psycho-social assessments, financial records, activity report, and medical records;

- Ensure compliance with state and federal regulations, Community Partners and Palm Beach County Housing Authority policies and procedures, and program requirements.
- Plan implement and direct program in accordance with guidance promulgated by HUD;

Parent Coach

Application Closing Date: 9/2/2016
Job Location: Bridges at Highland

Job Status: Full Time
Service Area: Community Services

JOB SUMMARY/PRIMARY DUTIES:

The purpose of Bridges is to enhance parental & community capacity in targeted neighborhoods around increasing healthy births, decreasing child abuse and neglect, increasing school readiness and increasing rates for 3rd grade children reading on grade level.

The Bridges Parent Coach supports the Parent Engagement Domain that employs parental support strategies to help parents become, and remain committed to, actively supporting their children's learning and development. The strategies' end goals include kindergarten readiness, early literacy, reading proficiency, and freedom from abuse & neglect.

The Parent Coach is responsible for implementing Triple P level 3 services to parents of children 0-12 living in the local community. S/he will also participate in additional parenting support strategies such as: in ASQ-3 screening, parent/child activities & other kindergarten readiness efforts that build & reinforce developmentally appropriate parenting skills.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Social Work or related field of Social Services; Master's Degree preferred.
 - Min 2 yrs experience in related responsibilities
 - Flexible in work hours including some evenings and some Saturdays
 - Bi-lingual preferred for: Lake Worth, Highland & Belle Glade
 - Possesses effective computer skills & communication skills with a focus on customer service
- Training and accreditation in Triple P Primary Care within 6 months of hire.

KEY RESPONSIBILITIES:

- Implements Triple P level 3 services to parents of children 0-12 living in the local community. Implements this evidence-based program with fidelity and in a culturally competent manner.
- Actively conducts, maintains and completes 50 successful Triple P level 3 cases in a fiscal year.
- Provides Triple P Primary Care services, including: use of video resources and tip sheets, consultation, behavioral rehearsal, and modeling. Parent Coaches will follow the model.
- Assures all Triple P parents receive a Bridges Orientation and/or Navigation to receive social services referrals, if necessary.
- Collaborates with identified community services to support client/families' needs and for successful discharge/transition of clients to other levels of care

**Mental Health Therapist
Multiple Vacancies
Positions in Belle Glade available also**

Application Closing Date: Until Filled
Job Location: West Palm Beach

Job Status: Full Time
Service Area: Child & Family Mental Health

JOB SUMMARY/PRIMARY DUTIES:

The Child and Family Therapist is responsible for providing medically necessary mental health services to identified children and their families in the office, client homes, at school or day care center, or other safe community setting depending on the family's choice and need.

MINIMUM QUALIFICATIONS:

- Master's Degree in Social Work, Mental Health Counseling, or Marriage & Family Therapy (or the equivalent) from an accredited university or college in the field of counseling, social work, psychology or related human service.
- Experience working with children with serious emotional disturbances, trauma, and abuse/neglect issues - preferred.
- Registered Intern with the State of Florida OR eligible to obtain Registered Intern status within 90 days of position appointment, OR License with the State of Florida (LMFT, LMHC, or LCSW).
- Willingness and ability to travel locally within Palm Beach County; work a flexible schedule, which includes evenings and possibly weekends, and to work in a school and home-based environment.

Key Responsibilities:

- Provide screening, ongoing assessment, treatment planning, treatment plan reviews, treatment plan addendum, completion of outcome measures (CFARS, MHOS, etc) and other required activities.
- Provide individual, family, and/or group therapy to children and families in adherence with the treatment plan
- Provide a minimum of 25 billable client services per week.
- Maintain complete, accurate and comprehensive records within a 72-hour time frame.
- Maintain client charts and clinical documentation in compliance with agency, DCF and Medicaid standards.

Child Watch Provider

Application Closing Date: Open
Job Location: Pahokee

Job Status: Part time
Service Area: Community Services

JOB SUMMARY:

Staff will provide safe and engaging atmosphere for youth while their guardians are in a Bridges-related parent activity. Staff will actively engage the youth, utilize age-appropriate activities, and implement an appropriate behavior management approach that encourages responsibility and social competencies in a non-punitive manner.

MINIMUM QUALIFICATIONS:

- High School diploma equivalent required. A.S. degree preferred.
- Be at least 18 years old.
- Experience working with children in a program setting for at least 1 year.
- Ability to maintain effective working relationships with students and staff.
- Ability to communicate effectively, both orally and in writing.

KEY RESPONSIBILITIES:

- Consistently follows the program schedule and guidelines. Prepares age-appropriate activities, as evidenced by lesson plans. Prepares activities with alternative plans that will address the needs of a diverse group.
- Maintains required staff to child ratio of at least 1:20 or less.
- Establishes a rapport with youth through consistency, respect and compassion. Maintains professional boundaries. Implements an appropriate behavior management approach that encourages responsibility and social competencies in a non-punitive manner. Uses respectful voice tone at all times with children and avoids the use of unprofessional comments.
- Evaluates environment for safety and takes action to ensure a safe environment for children. Directly supervises assigned children at all times for safety. Positions self within close proximity of children and keeps children in visual field. Does not engage in activity that can distract from the supervision of the children, such as: talking on the cell phone, chatting with another person, etc.
- Maintains accurate attendance logs. Submits all required logs and lesson plans in a timely manner.

Swing Shift Resident Assistant

Application Closing Date: Open
Job Location: West Palm Beach

Job Status: On-call
Service Area: Housing Services

JOB SUMMARY:

Responsible for the daily monitoring and supervision of facility residents and equipment. Ensures safety and compliance with Project policies and guidelines. Coordinates activities, meals and various residential support services, including life skills education, participation in groups and recreational outings. Promotes a healthy and therapeutic living environment. Will be required to work flexible weekly hours with only a limited set weekly schedule.

MINIMUM QUALIFICATIONS:

- High School diploma or GED.
- Ability to communicate effectively and to respond to emergency situations appropriately.
- Valid Florida Driver's License and ability to obtain clearance through agency auto insurance policy.
- Experience working with dual diagnosis population and knowledge of the CDOI methodology preferred.
- Must be available for all shifts and willing to work a flexible schedule.

KEY RESPONSIBILITIES:

- Monitor and supervise daily activities of the residents.
- Facilitate life skills, psycho-educational groups.
- Assist with maintenance of charts and clinical documentation in compliance with agency and DCF standards. Work flexible schedule including holidays and periods of increased activity (such as days of increased transportation, days with multiple intakes and periods of audit preparation).
- Report residents' progress or problems to clinical treatment team.
- Facilitate life skills, psycho-educational groups.

Sub Group Leader
Multiple Positions Available

Application Closing Date: Until filled

Job Location: Pahokee

Job Status: Part Time

Service: Community Services

JOB SUMMARY/PRIMARY DUTIES:

Staff will provide safe, asset-building, youth development programming for elementary school-aged youth. Staff will actively engage the youth, utilize age-appropriate activities, and implement an appropriate behavior management approach that encourages responsibility and social competencies in a non-punitive manner.

MINIMUM QUALIFICATIONS:

- High School diploma equivalent required. A.S. degree preferred.
- Be at least 18 years old.
- Experience working with children in a program setting for at least 1 year.
- Successful completion of the 40-Hour School Age Child Care Certification within three months of hire.
- Successful completion of Child Care First Aid/CPR training within 3 months of appointment and then on-going maintenance of certification.
- Ability to maintain effective working relationships with students and staff.
- Ability to communicate effectively, both orally and in writing.
- Ability to be covered by the agency's vehicle insurance policy if identified to participate in transportation duties as a van driver for the program.

KEY RESPONSIBILITIES:

- Actively engages the youth when managing a classroom. Leads the activities in a prepared manner and according to the lessons plans. Maintains required staff to child ratio of at least 1:20.
- Establishes a rapport with youth through consistency, respect and compassion. Maintains professional boundaries. Implements an appropriate behavior management approach that encourages responsibility and social competencies in a non-punitive manner. Uses respectful voice tone at all times with children and avoids the use of unprofessional comments.
- Evaluates environment for safety and takes action to ensure a safe environment for children. Directly supervises assigned children at all times for safety. Positions self within close proximity of children and keeps children in visual field. Utilizes safety measures such as: attendance rosters, head counts, field trip manifests and cell phones on field trips. Does not engage in activity that can distract from the supervision of the children, such as: talking on the cell phone, chatting with another person, etc.
- Maintains accurate attendance logs. Submits all required logs and lesson plans in a timely manner.
- Maintains a working relationship with the teacher assigned to his/her classroom. Maintains the classroom in a manner that is acceptable to the teacher. Follows the system of accountability that is in place to address issues arising with the daytime teacher over sharing that classroom.

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonable accommodate with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills, and /or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at will" basis.

Community Partners is an Equal Opportunity Employer and a drug-free-workplace.

External applicants-
Please apply at WWW.CP-CTO.ORG