

Community Partners

Employment Opportunities

September 12, 2016-, September 17, 2016

Village for Change Case Manager

Application Closing Date: 10/8/2016
Job Location: W. Palm Beach

Job Status: Full Time
Service Area: Housing

JOB SUMMARY:

To provide supportive housing services to Village for Change clients who are dually diagnosed. The primary goal is to plan, monitor, link and advocate for clients. The case manager will utilize Client Directed Outcome Informed methodology throughout the provision of services with the client. The case manager will have the ability to utilize Client Directed interviewing skills to aid in the identification of requested and indicated services. The case manager will submit timely billing to funders.

MINIMUM REQUIREMENTS:

- Experience working with adults with mental health and substance abuse issues.
- Bachelor's Degree in Psychology, Social Work, or related Human Service field.
- An individual must demonstrate the efficient management of a caseload, where client issues are dealt with in a timely fashion. Interventions will include building rapport, identifying problems, and providing assistance with solutions.
- The individual must have a valid Florida driver's license, proof of insurance, be able to drive, and have reliable transportation.
- Ability to work well as a team member and work a flexible schedule.
- Demonstrate cultural competence and awareness of the socio-cultural characteristics of clients served.
- Excellent verbal and written skills.
- Computer knowledge.

KEY RESPONSIBILITIES:

- Knowledge of community resources, and Federal/State economic benefits.
- Provide to clients with the following supportive services when indicated: housing search assistance, linking with community resources, education focusing on independent living skills, mental health counseling, and assist clients in completing service applications
- Provide and follow-up with appropriate referrals for clients to community resources.
- Advocate on behalf of consumers regarding their housing needs and empower consumers by teaching them to self-advocate.
- Implement and comply with face-to-face service provision of case management services

Help Desk Technician

Application Closing Date: 10/8/2016

Job Location: W. Palm Beach

Job Status: Full Time

Service Area: Administrative

JOB SUMMARY:

This is technical work in providing consultation, support, and/or training to end-users of computer or other technology-based systems. Employees may provide basic support of hardware, applications and operating systems, and networking. This function requires a broad understanding of a variety of technologies to effectively support end-users. Install and maintain computers, servers, operating systems, and software. Create, delete, modify, and maintain all user accounts. Monitor backups and other server processes and corrects any problems that arise. Monitor email servers and troubleshoot email issues. Monitor network security and access. Function as the first level of help desk support and problem solving for end users. Install and maintain the local internet infrastructure for phone/data service.

MINIMUM QUALIFICATIONS:

2 years of related experience in helpdesk and network administration or a help desk environment. Strong troubleshooting skills, wired and wireless communication knowledge, and Windows domain administration experience.

Ability to work with a wide variety of customers with a wide range of computer skills.

Some evening and weekend work is required.

Valid Florida driver's license and insurance.

Microsoft and or Cisco certification a plus.

KEY RESPONSIBILITIES:

- Provide hands-on and phone support to all CP departmental end-user support, including, but not limited to, computer and printer troubleshooting, installation and support.
- Manage and maintain computer objects in Active Directory, perform application installation services using the CP network, add machines to CP network and manage user group memberships.
- Install, implement, configure, and manage helpdesk system to manage tickets, inventory and purchase orders.
- Administrative tasks including but not limited to ordering hardware, software, and maintain applicable licenses, write check requests and manage IT inventory.
- Run Ethernet cabling and terminate network connections.

DJJ Therapist

Application Closing Date: 9/19/2016
Job Location: W. Palm Beach

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

JOB SUMMARY:

The DJJ/Outpatient therapist will provide medically necessary mental health services to children at the Palm Beach Juvenile Detention Center and to children/families as an Outpatient therapist. Services will be provided at the Palm Beach Regional Juvenile Detention Center, client's homes, school and any other safe community setting as needed.

MINIMUM QUALIFICATIONS:

- Master's Degree in Social Work, Mental Health Counseling or Marriage and Family Therapist (or the equivalent) from accredited university or college in the field of counseling, social work, psychology, or related human service.
- Licensed or Registered Intern with the State of Florida preferred.
- Minimum of two years' experience working with children/teens with emotional/ mental health and/or behavioral disturbances, trauma and abuse/neglect issues.

KEY RESPONSIBILITIES:

- To provide Crisis Intervention Services, Suicide Risk Assessments and Suicide Prevention and Intervention Services and To Provide Individual Mental Health and Substance Abuse Services on an as needed basis
- To provide Psycho-Educational Groups that addresses mental health and substance abuse topics
- Provide individual and/or family therapy at Parent Child Center offices, school or home.
- Provide at least 12.5 hours of billable hours per week (biopsychosocials, treatment plans and individual/family counseling sessions)
- Provide screening, ongoing assessment, treatment planning, treatment plan reviews, treatment plan addendum, completion of outcome measures (CFARS, MHOS, etc.) and other required activities

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

Adult Target Case Manager

Application Closing Date: 9/12/2016
Job Location: West Palm Beach

Job Status: Full Time
Service Area: C&F Mental Health

JOB SUMMARY:

The core function of a Targeted Case Manager is to: Monitor, Plan, link and advocate for their client and the client's family. A Targeted Case manager should be available to help the family fold the needed services - including a full range of traditional and non-traditional mental health services, family supports, health, education, and social services - into a family-sensitive service plan.

MINIMUM QUALIFICATIONS:

- A bachelor's degree from an accredited university or college, with a major in counseling, social work, psychology, criminal justice, nursing, rehabilitation, special education, health education, or a related human services field,
- A minimum of three years of full time or equivalent experience working with adults with mental health issues,
- Completion of the ACHA approved case management training or will complete the training within three months of hire,
- Knowledge of available resources in the service area for adults with a mental health issues,
- Knowledge of and compliance with state and federal statutes, rules, and policies that affect the target population.
- Valid Florida driver's license, ability to drive, dependable transportation
- Ability to pass a background check completed by the Department of Children and Families
- Be available by cell phone to their assigned clients and supervisor

KEY RESPONSIBILITIES:

- Carry a caseload of 35 cases and are responsible for billing 35 billable units per week.
- Developing a strength based assessment for each family served in accordance with state and federal criteria,
- Developing a individualized service plan for each family served in accordance with state and federal criteria,

- Advocating for the acquisition of services and resources necessary to implement the service plan
- Coordinating the delivery of services as specified in the service plan in full partnership with the child, their family, and their natural support system,

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

Program Assistant

Application Closing Date: 8/25/2016

Job Location: Bridges at Highland

Job Status: Part Time

Service Area: Community Services

JOB SUMMARY:

To assist the Program Coordinator with the mentoring programming that will provide opportunities for youth to develop a full array of assets, which lead to the development of skills and abilities for successful transition into adulthood.

MINIMUM QUALIFICATIONS:

- High School diploma equivalent required. A.S. degree preferred.
- At least 21 years of age.
- Experience working with children grades K through 5 in the youth programming setting.
- 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.
- Specifically, ability to earn the CDL license to drive special vehicles.
- Ability to think analytically and employ good judgment.
- Good organizational and administrative skills.
- Satisfactory level of computer skills in the Microsoft Office suite, specifically Word and Excel, as well as usage of the internet and e-mail.
- Flexibility in work schedule, **which will include evening and weekend hours.**

KEY RESPONSIBILITIES:

- Assists with organizing and facilitating groups, field trips, cultural activities and community projects for mentees and mentors.
- Assists with administrative tasks, including mentees/mentors files, ETO data management system and other assigned paperwork/data collection as required.
- Assists the Program Coordinator in providing safe Mentoring program for all youth and volunteers.
- Consistently follows the program schedule and guidelines.
- Monitors mentor/mentee matches and documents accurately in files.

IT Intern

Application Closing Date: Open Continuous

Job Location: Riviera Beach

Job Status: Unpaid Internship

Service Area: Administration

Summary:

The Help Desk intern will have the responsibility of assisting users on various hardware\software related issues.

Minimum Qualifications

- Pursuing degree in Computer Science, Management Information Systems or related field
- Minimum one year experience in customer service
- Valid Driver license and automobile insurance

Key Responsibilities:

- Assisting technician with workstation configuration and deployment including hardware installation and configuration, software installation and configuration, testing, and system deployment
- Assisting technician with network cabling including cable termination, testing, and labeling
- Performing physical inventory of company IT assets
- User account setups and terminations
- Perform other duties or special projects as requested related to area of responsibilities.

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.

Crossroads Therapist

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

Job Status: Full Time
Service Area: C&F Mental Health

JOB SUMMARY:

The Crossroads Therapist is responsible for providing medically necessary mental health services in collaboration with a Mental Health Targeted Case Manager to identified clients and their families (if applicable) in the Outpatient office, client homes, at school, or other safe community setting depending on the client/family's choice and need. Crossroads serves a target population of adolescents and young adults with Serious Mental Illness from a team-based approach to support them in meeting their needs.

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.
- Minimum of two years of experience working with clients with serious mental health or co-occurring disorders.
- Registered Intern with the State of Florida. License is preferred.

KEY RESPONSIBILITIES:

- Complete regular training (at least 15 hours per year) on specific child/adolescent/family/co-occurring disorders issues to keep up to date in the field and enhance clinical knowledge.
- Provide, at a minimum, 966 hours of face-to-face therapy sessions per year (averaging 21 hours/week -- not including face-to-face contact due to crisis support).
- Provide screening, ongoing assessment, treatment planning, treatment plan reviews, treatment plan addendum, completion of outcome measures (CFARS, MHOS, etc) and other required activities.
- Utilize outcome measures (CDOI/PCOMS) to drive direction of treatment for each client.
- Provide individual, family, and/or group therapy to children or young adults and families in adherence with the treatment plan.
- 24 client service hours per week.

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