

Community Partners

Employment Opportunities

May 2, 2016-, May 7, 2016

Trauma Care Therapist

Application Closing Date: 5/3/2016

Job Location: West Palm Beach

Job Status: Full time

Service Area: Mental Health

JOB SUMMARY:

The Trauma Care Therapist at Safe Place is responsible for providing medically necessary mental health services to identified children and their families in the office, client homes, at school, or other safe community setting depending on the family's choice and need. This position is a combination of "on-call" Assessment Completion for all appropriate children identified at Safe Place, immediately following removal, along with an average weekly productivity of 23 regular face-to-face hours.

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 experience working with children with serious emotional disturbances, trauma, and abuse/neglect issues.
- Licensed or within 3 months of licensure

ESSENTIAL JOB FUNCTIONS:

- Promote the mission, values and vision of Parent-Child Center and the Community Partnership Group.
- Be on-call to complete Mental Health Assessments between the hours of 11am and 7pm, one day per week (additional as needed) at Safe Place Intake and Assessment Center for children recently removed by DCF
- Provide, at a minimum, 1,081 hours of face-to-face therapy sessions with consistent clients per year (average of 23 per week).
- Ensure that all services comply with funding and agency regulations.
- Attend and participate in weekly scheduled Clinical Team meetings.
- Collaborate with the multi-disciplinary team.
- 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 crisis intervention and on call support is required or scheduled.
- Utilize measures for clinical practice and outcome based treatment planning.
- Integrate therapeutic interventions such as assistance with anger management, problem resolution, social interaction, social skills, coping skills, etc.
- Actively participate in multidisciplinary team meetings, clinical supervision and training is required.

- Identify support services needed for successful discharge and transition of clients to other levels of care.
- Model and teach social skills and other interventions which promote increased capacity for independent living for older adolescents.
- Act as a liaison and appropriate representative for the agency with outside social service agencies, schools, and other organizations.
- Provide feedback and participate in continuous quality improvement.
- Maintain complete, accurate and comprehensive records within a 24-hour time frame.
- Maintain client charts and clinical documentation in compliance with agency, DCF and Medicaid standards.
- Maintain and adhere to all professional, ethical, moral, and code of conduct guidelines at all times.
- Complete regular training (at least 15 hours per year) on specific child/adolescent/family issues to keep up to date in the field and enhance clinical knowledge.
- Utilize collaborative documentation during therapy sessions and assessments with children, adolescents, and families.
- All other duties as assigned.

Village for Change Director

Application Closing Date: 5/3/2016
Job Location: West Palm Beach

Job Status: Full time
Service Area: Housing

JOB SUMMARY/PRIMARY DUTIES:

The Director of Village for Change (VFC) is responsible for management and quality assurance of services provided by this unique program for adults with primary substance abuse and secondary mental health issues using a PCOMS approach. Supervisory position which includes supervising, monitoring, and training staff as needed. Responsible for oversight and management of outcomes and data. Director must be a team builder and be able to oversee a 24 hour, 7 day a week operation. The VFC Director will act as the Clinical Director of the program.

MINIMUM QUALIFICATIONS:

- CAP and/or Licensed clinician 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.
- Two (2) years successful supervisory experience.
- Experience with property management preferred.
- Experience with successfully managing emergent situations and respond to staff members and agency needs as they arise
- Experience in working with population recovering from substance abuse
- Experience with successful management of staff, particularly with reviewing, approving, and revising clinical documentation AND identifying, developing, and implementing policies to best fit program or agency need

- Advanced computer knowledge (i.e. ability to create and utilize spreadsheets, track outcomes, and use schedules).
- Trained in Partners for Change Outcome Management System (PCOMS) approach preferred.
- Excellent verbal and written communication skills.
- Demonstrate cultural competence and awareness of the socio-cultural characteristics of clients served.

ESSENTIAL JOB FUNCTIONS:

- Promote the mission, values and vision of the Community Partners.
- Creating, developing, and maintaining the team in accordance with program requirements, including but not limited to:
 - Interviewing and training staff;
 - Promoting positive, effective relationships with partners;
 - Developing the team clinically and administratively; and
 - Ability to respond to (and delegate, as needed) crisis situations on a 24/7 basis.
- Responsible for collection, tracking and reporting of outcomes data on a weekly basis to provide to the Vice President.
- Ensure program compliance with clinical documentation standards.
- Ensure accurate and timely billing.
- Conduct chart reviews to ensure compliance with agency standards.
- Monitor staff member's productivity.
- Train new staff on agency policies, procedures, and clinical documentation standards.
- Attend/facilitate weekly scheduled team meetings.
- Manage the property occupied by the program, including having staff perform regular maintenance checks, submission of maintenance requests and follow-up.
- Provide direct, consistent and positive supervision to staff in accordance with PCOMS principles.
- Ongoing customer relations, networking and marketing of program.
- Reflect a capacity to respond flexibly to a range of possible solutions to consumer problems.
- Advocate on behalf of consumers regarding their housing/programmatic needs and teach consumers how to advocate for themselves.
- Monitor all client charts and ensure that clients are following their goals and preparing for discharge.
- Represent the Village for Change program in a professional, collaborative manner with funders, providers, community resources, and other agency programs.
- Maximize the value of Village for Change in meeting the changing needs in local system of care, including serving parents with Child Welfare involvement.
- Act as a liaison and appropriate representative for the agency with outside social service agencies and other organizations.
- Provide feedback and participate in continuous quality improvement.
- Maintain and adhere to all professional, ethical, moral, and code of conduct guidelines at all times.
- Complete regular training (at least 15 hours per year) on specific adult issues to keep up to date in the field and enhance clinical knowledge.
- All other duties as assigned.

Navigator-Bridges at Riviera Beach

Application Closing Date: until filled

Job Location: Riviera Beach

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. 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
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ESSENTIAL JOB FUNCTIONS:

- 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.).
- Encourages the use of OneEApp when assisting with basic needs with all clients & utilizes application where possible.
- Provides additional navigation sessions with Members, as needed.
- Manages all follow up on referrals to determine outcome of all referrals made (whether the service was received or not).
- Documents all services, referrals, and linkages accurately & completely.
- Manages the member & non-member files with all intake forms and assures completeness & the accountability that all forms are signed, as required
- Manages the inputting of all intake data into the quarterly reports or HBDS system and does so with completeness, accuracy & timeliness.
- Supports all processes for tracking referrals to & from Bridges
- Maintains a high level of knowledge of community resources; Develops and maintains the Bridges Resource Directory
- 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
- Messages CSC's Healthy, Safe and Strong message to Bridges members / visitors.
- Follows direction provided by the Bridges Site Director, as immediate supervisor. Participates in the Partner Domain efforts that support on-site and/or cross-network success. Appreciates and supports the value of cross training & collaborative support that furthers the program outcomes.

computer skills & communication skills with a focus on customer service

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.

ESSENTIAL JOB FUNCTIONS:

- 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.

Group Leader

Application Closing Date: Open

Job Location: Pioneer Park

Job Status: Part-Time

Service Area: Community Services

JOB SUMMARY:

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.

ESSENTIAL JOB FUNCTIONS:

- 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.
- 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.

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.

ESSENTIAL JOB FUNCTIONS:

- Promote the mission, values and vision of the Community Partnership Group.
- Ensure that all services comply with funding and agency regulations.
- Monitor and supervise daily activities of the residents.
- Assist with maintenance of charts and clinical documentation in compliance with agency and DCF standards.
- Fill in shifts for absent team members.
- 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).
- 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.
- Participate in "team" and "community" meetings.
- Adhere to daily Project schedule.
- Coordinate activities, support services and various groups.
- Facilitate life skills, psycho-educational groups.
- Plan and supervise outings.
- Transport residents to off-site appointments and meetings.
- Maintain and adhere to all professional, ethical, moral, and code of conduct guidelines at all times.

Provide feedback and participate in continuous quality improvement

Child Watch

Application Closing Date: Open
Job Location: Bridges at Lake Worth

Job Status: Part Time (12 hours)
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.
- Bilingual in Spanish or Creole

ESSENTIAL JOB FUNCTIONS:

- 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.

Other Responsibilities:

- Complies with professional behavior management guidelines
- Adheres to designated deadlines regarding administrative and management related tasks – class rosters, daily attendance records, lesson plans, and other required reports (as applicable)
- Demonstrates professional communication skills as detailed in *Communication Guidelines & Expectations*
- Follows procedures regarding appropriate behavior in the workplace including organizational and professional standards of practice.
- Models the values of the organization and demonstrates ethical behavior both internally and externally
- Works cooperatively with other team members to achieve goals and positive results
- Maintains safe and proper equipment usage and storage.
- Understands and follows through with the professional responsibility to report any *suspected* child abuse or neglect immediately to the supervisor and appropriate agency.
- Maintains strict client confidentiality in accordance with state and federal regulations
- Adheres to the Community Partners and program policies and procedures.
- Presents oneself in a professional manner at all times: in actions, communication and dress.
- Conducts oneself in the best interest of the students and their families, and in support of the agency's mission and values.
- Performs other related duties, as assigned.

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.

ESSENTIAL JOB FUNCTIONS:

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.

- 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

**Community Partners is an Equal
Opportunity Employer and a Drug Free Workplace.**

External applicants-

Please apply at WWW.CP-CTO.ORG