

Community Partners

Employment Opportunities

January 25, 2016-January 30, 2016

Trauma Care Therapist-Safe Place

Application Closing Date: Open
Job Location: Riviera 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 20 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 to two days 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.

Administrative Assistant

Application Closing Date: Open

Job Location: Riviera Beach

Job Status: Full Time

Service Area: Housing

JOB SUMMARY/PRIMARY DUTIES:

The Administrative Assistant will provide multi-faceted administrative support directly to the Vice President of Housing Services and team within the Department. This role is responsible for ensuring that the administrative activities of the Department are performed efficiently and effectively thereby contributing to the achievement of the Department's goals and responsibilities. The role also encompasses administrative responsibilities related to the Supportive Housing, Homeownership, Foreclosure and Financial Capability divisions. The Administrative Assistant is also a member of the Community Partners Administrative Team, and as such fulfills roles and assignments as designated by the team.

MINIMUM QUALIFICATIONS:

- Recognized diploma/certificate in secretarial/administration support or business; or the equivalent obtained through training and experience.
- Three (3) years of experience providing administrative and/or financial support at a senior level;
- Good written expression and comprehension with a working knowledge of the English language.
- Strong computer skills with emphasis on Microsoft Outlook, Excel and Word;
- Able to multitask with attention to detail and accuracy within a multifaceted work environment.
- Bilingual preferred.

ESSENTIAL JOB FUNCTIONS:

- Provide administrative and secretarial support to the Vice President of Housing Services.
- Assist with organizing, planning, scheduling, meeting preparation, call screening, liaising with internal and external customers, minute taking, and organizing and process correspondence.
- Provides additional support to staff of the Housing Services Department, as required.
- Submit invoices and check requests in a timely manner to the Financial Service Department.
- Establish, maintain and update an effective filing system.
- Establish, maintain and update an effective scheduling system.
- Order supplies for the Housing Services Department.
- Answer phone calls and messages as the main point of contact for all housing related calls.
- Triage clients through Salesforce and appropriately assign to division and/or staff.
- Follow up with all leads submitted through the website.
- Ensure all online clients are entered into appropriate databases.
- Assist clients with intake as needed.
- Set-up and prepare classroom for Homebuyer Education courses on a monthly basis.
- Ensure timely collection of HUD-1 statements for production reporting on a monthly basis.
- Attend housing fairs and outreach activities as needed.
- Provide general and Administrative Team Support as needed – including, but not limited to, Front Reception coverage and Set-up/Assist with Staff Meetings.

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 Status: On-call

Job Location: West Palm Beach

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

Human Resources Intern

Application Closing Date: Open
Job Location: Riviera Beach

Job Status: Unpaid Internship
Service Area: Administration

JOB SUMMARY:

The HR Intern provides quality administrative support on a part time basis to the HR Team. A primary goal of the HR Intern is to gain knowledge and experience regarding aspects of Human Resources through various projects. These projects provide experience while assisting Community Partnership Group's HR supervisors. The HR intern will handle CPG employee files, as well as maintain employee certification entries through an online learning site. The HR intern should have a desire to learn while balancing creativity and organization.

MINIMUM QUALIFICATIONS:

- Currently pursuing a degree or career in Human Resources or related field.
- Experience with Microsoft Office particularly Outlook, Word and Publisher.
- Experience and/or knowledge of general office duties such as making copies, filing, organizing, typing skills, etc.
- Minimum of one year of experience working in administrative setting.

Key Responsibilities:

- Conduct reference checks for candidates for employment.
- Assist HR department in organization of new hire orientations
- Sort new hire documents into personnel files.
- Filing documents into personnel files
- Maintain an inventory of pre-employment, orientation and benefit packets.
- Under direction of HR Director and/or HR Generalist, complete various HR projects
- Maintain organization of i-9 documents

Sub Group Leader

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

Child and Family Therapist

Multiple Positions

Positions in Riviera Beach and Belle Glade

Application Closing Date: Open Continuous

Job Location: Riviera Beach

Job Status: Full Time

Service Area: Clinical Services

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).

ESSENTIAL JOB FUNCTIONS:

. Essential duties and responsibilities may include, but are not limited to, the following:

- Promote the mission, values and vision of Community Partners.
- Ensure that all services comply with funding and agency regulations.
- Attend and participate in weekly scheduled Group and Individual Supervision meetings
- Attend and participate in Child & Family Mental Health Services meetings, as created.
- Attend and participate in Agency-wide meetings, as created.
- 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.
- 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 Clinical Supervision and Clinical Trainings as required.
- Identify support services needed for successful discharge and transition of clients to other levels of care.
- 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, including peer reviews.
- 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.
- Maintain and adhere to all professional, ethical, moral, and code of conduct guidelines at all times.
- Maintain professionalism at all times, including providing 30 days notice of resignation to allow sufficient time to terminate with clients and ensure charts are in compliance.
- 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.
- Provide a minimum of 25 billable client services per week.
- Utilize collaborative documentation during therapy sessions and assessments with children, adolescents, and families.
- Become trained in and use PCOMS (Partners for Change Outcome Management System) as prescribed. Attend PCOMS supervision meetings.

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

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