

Community Partners

Employment Opportunities

April 18, 2016-, April 23, 2016

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.

Homeownership Advisor

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

Job Status: Full time
Service Area: Housing

JOB SUMMARY:

The Homeownership Advisor provides comprehensive individual counseling services to prospective homebuyers and existing homeowners. The counseling sessions may cover a broad array of areas related to the skills, knowledge and confidence necessary to buy, build, rehab and maintain a home. Specifically, the Homeownership Advisor will assess the customer's readiness to purchase, review credit, budgeting, debt reduction, credit building, and current mortgage guidelines. In addition, the Homeownership Advisor can provide referrals partners, including professional lenders, realtors, home inspectors and property insurers.

MINIMUM REQUIREMENTS:

- Two to four years of experience in the mortgage industry or other relevant experience (underwriting, home purchases, income-to-debt ratios, title companies, etc.).
- Bilingual preferred - English/Spanish.
- Excellent math, verbal and written communication skills, including telephone and email customer service skills.
- Excellent time-management and organizational 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.
- Ability to travel to week-long NWA conference training sessions two times per year.

ESSENTIAL JOB FUNCTIONS:

- Provide housing counseling to households in the areas of budgeting, credit counseling, pre-purchase and post purchase education for first time homebuyers, reverse mortgage counseling and marketing these programs.
- Ensure compliance with state and federal regulations, Community Partners policies and procedures, and program requirements.
- Maintain a level of productivity that will ensure program sustainability and direct services to clients.
- Conducts comprehensive individual one-on-one counseling sessions.
- Identifies the required tools and establishes a system for assessing mortgage-readiness status, triaging customers, identifying obstacles, developing corrective-action plans, assigning customer tasks and facilitating customer progress toward their goal.
- Maintains schedule of appointments for counseling sessions and effective and efficient systems for customer follow-up and contact with those that miss appointments.
- Creates a hard-copy and/or electronic file for each counseling customer that includes the intake form, credit report, counselor's analysis, income documentation, corrective action plan(s), and referral form to and from partner realtors and/or lenders and other information as necessary.
- Maintains and updates the customer records both during and after each counseling session in customer tracking database and individual files and adheres to all guidelines related to confidentiality of files and records.
- Assists with organizing home buyers workshops and other group counseling vehicles.
- Ensures that quality control measures are followed and that customer satisfaction is a priority of the counseling program.
- Assists with the development and implementation of a comprehensive marketing and outreach plan for recruiting customers and partners for the program.
- Assists other staff with assigned special projects and other tasks deemed necessary to achieve the overall goals and operate a successful homeownership program.
- Develops and implements proper procedures and internal controls necessary to maintain the security of all systems and confidentiality of all records.
- Participates in the establishment of annual goals and outcomes for the programs.
- Attends at least two (2) outreach events per year.
- Perform all other duties deemed necessary.

Program Coordinator -Mentoring

Application Closing Date: until filled

Job Location: Pioneer Park

Job Summary:

Job Status: Full time

Service Area: Community Services

The primary goal as Program Coordinator of the Mentoring at Pioneer Park is to implement a high quality mentoring program based on Elements of Best Practices. The Program Coordinator's responsibility is coordinating the daily operations of the program, including supervision of the mentor/mentee match. The program coordinator will facilitate the process of recruiting, screening, interviewing, marketing and training mentors and mentees. Overall, s/he will assure a safe, structured and fun program environment for the matches to participate in.

Minimum Qualifications:

- Bachelor's degree in related field with one year's experience working in family services programming OR Bachelor's degree in unrelated field with two years' experience working in family services OR four years' experience working in mentoring or volunteering, education, social work, counseling, family and youth services programming, or related field. An equivalent combination of education and experience may substitute for the minimum requirements listed
- Successful completion of Elements for **Success: Developing, Strengthening and Sustaining Mentoring Programs** training (within 1 year from date of employment)
- Must have a valid Florida's driver's license in good standing, and must access to reliable transportation.
- Must be willing to work flexible schedule, which may include evening and weekend hours.
- Successful completion of First Aid/CPR training.

Bilingual preferred

Essential Job Functions:

- Knowledge of developmentally appropriate practices and activities for the mentoring program, specifically for youth grades K through 5.
- Knowledge of Mentoring or volunteering programming and "Best Practices" that will ensure high quality program standards.
- Ability to develop and implement programming that positively and effectively supports youth development and leadership.
- Knowledge of appropriate behavior management practices and techniques for youth of all ages.
- Ability to think analytically, use critical thinking skills and employ good judgment.
- Must be able to work independently and as part of a team.
- Demonstrates effective interpersonal skills with youth, families, schools, coworkers and community.
- Ability to conduct interviews, assessments and trainings.
- Ability to set up and manage client files (ETO and paper documentation on site) for the MPP according to procedures and contract deadlines.
- Ability to plan and coordinate activities and workshops that support the matches.
- Ability to manage tracking systems related to component deliverables.
- Ability to communicate effectively, both orally and in writing.

- Demonstrates effective interpersonal skills with youth, families and other professionals.
- Ability to demonstrate cultural competency skills.
- Demonstrates good organizational and time management skills; demonstrates self-initiative
- Satisfactory level of computer skills in the Microsoft Office suite, specifically Word and Excel, as well as usage of the internet and e-mail.
- Ability to maintain effective working relationships with students, families, Pioneer Park Elementary School, Bridges staff, Community Partners staff.
- Ability to communicate effectively, both orally and in writing.
- **Flexibility in work schedule, which may include evening and weekend hours.**

Child Watch Provider (2 ten hour positions)

Application Closing Date: until filled
Job Location: Bridges at Highland

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.

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**