

Community Partners

Employment Opportunities

February 8, 2016-February 13, 2016

Bus Driver

Application Closing Date: 3/3/2016

Job Location: Pahokee

Job Status: Part Time

Service Area: Community Service

JOB SUMMARY:

To provide safe transportation for participants in the Mentor Center programs

MINIMUM QUALIFICATIONS:

- High School diploma equivalent required.
- Be at least 18 years old.
- Experience working with children.
- Flexibility in days and hours available for scheduled work.
- A valid CDL license with P & S endorsements.
- Successful completion of Child First Aid/CPR training within first 3 months of hire.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Expertise in driving program transportation vehicles in a safe manner.
- Knowledge of appropriate behavior management practices & techniques for elementary youth.
- Ability to maintain effective working relationships with students, families and staff.
- Ability to communicate effectively.
- Demonstrates punctuality and responsibility in covering all assigned shifts.
- Possesses cultural competency skills.
- Seeks learning opportunities and is willing to use new approaches and respond to constructive feedback.

ESSENTIAL JOB FUNCTIONS:

- Safely drives the program vehicle to transport youth (and /or adults, as needed) to or from the program and for field trips. Follows all precautions outlined in the SSPP.
- Does not engage in activity that can distract from the driving responsibility, such as talking on the cell phone, chatting with another person, etc.
- Does not allow the number of passengers to exceed the vehicle limit.
- Evaluates the vehicle and the environment for safety and takes action to ensure safe passage for passengers.
- Maintains all transportation maintenance logs and mileage logs.
- Always keeps a working cell phone on person for emergency calls.
- Immediately informs supervisor of any incident. Calls 911 and the police for any emergency.
- Understands and follows through with the professional responsibility to report any *suspected* child abuse or neglect immediately to the supervisor and appropriate agency.

- Implements an appropriate behavior management approach that is age-appropriate and encourages responsibility in a non-punitive manner. Consistently and fairly follows the behavior management policies.
- Uses respectful voice tone at all times with children and avoids the use of unprofessional comments.
- Maintains an effective working relationship with students, families and staff. Communicates respectfully at all times, regardless of circumstances.
- Follows direction provided by the Mentor Program Director and designated Coordinator.
- Accurately completes assigned paperwork and tasks in a timely manner, including any logs.
- Maintains strict client confidentiality in accordance with state and federal regulations.
- Adheres to the Community Partnership Group and program policies and procedures.
- Presents oneself in a professional manner at all times: in actions, communication and dress.
- Follows procedures regarding appropriate behavior in the workplace including organizational and professional standards of practice.
- Performs other related duties, as assigned.

Village for Change Therapist

Application Closing Date: until filled

Job Location: Riviera Beach

Job Status: Full Time

Service Area: VFC

JOB SUMMARY:

Under the Director's supervision, the Therapist will play a role in providing clinical services to Village for Change clients.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- CAP and/or 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 in working with population recovering from substance abuse
- Advanced computer knowledge (i.e. ability to create and utilize spreadsheets, track outcomes, and use schedules).
- Knowledge of ASAM and DSM criteria in relation to VFC clinical operations and compliance.
- Trained in Client-Directed-Outcome-Informed therapy approach, preferred.
- Ability to work well as a member of a team and to be flexible.
- Excellent verbal and written communication skills.
- Demonstrate cultural competence and awareness of the socio-cultural characteristics of clients served.
- Willingness and ability to travel locally; work a flexible schedule, which includes evenings and possibly weekends.

ESSENTIAL JOB FUNCTIONS:

- Promote the mission, values and vision of the Community Partners.
- Ensure program compliance with clinical documentation standards.
- 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.
- Provide clinical crisis intervention and on call clinical support as required, scheduled, or indicated.
- Conduct psycho-educational and therapy groups (both Individual and Group).
- Conduct client intake and assessment.
- Develop, maintain and update, as needed or required, all Treatment Plans.
- Actively participate in multidisciplinary team meetings, clinical supervision, and training, as required.
- Identify support services needed for successful discharge and transition of clients to other levels of care.
- Maintain complete, accurate and comprehensive clinical records within a 24-hour time frame.
- Maintain client charts and clinical documentation in compliance with agency and DCF/ME 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 adult issues to keep up to date in the field and enhance clinical knowledge.
- All other duties as assigned

Receptionist/Clinical Admin Assistant

Application Closing Date: 2/12/2016

Job Location: Riviera Beach

Job Status: Full Time

Service Area: Admin

JOB SUMMARY/PRIMARY DUTIES:

The Receptionist & Clinical Administrative Assistant ("Receptionist") serves a dual role for the organization. First; as the ambassador to all visitors to Community Partners (CP). The Receptionist will make answering all incoming calls the highest priority, and link callers with the requested department within the agency. The Receptionist will greet all visitors and link them with the appropriate service provider within the agency. The Receptionist will provide the clients and visitors with outstanding customer service; maintaining a professional and positive demeanor at all times. The Receptionist will be able to knowledgably field questions about CP as well as each service area and successfully direct issues to the appropriate department/individual for resolution. Second; as administrative support to Child and Family Mental Health Services (CFMHS) under the direction of the Director of Clinical Services.

This individual is expected to use a wireless headset and electronic doorbell in order to be mobile on the first floor and still maintain excellent customer service at the front desk. It is the expectation that this individual is capable of working at a fast pace and fulfilling this dual role while remaining calm, organized and seamless.

This individual must be reliable and responsible; proactively assuring front desk and CFMHS administrative coverage even when out of the office. Hours of work: 8:30am – 5:30pm (with 1 hour lunch)

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- AA or BA/BS preferred
- Bi-lingual (Spanish) highly desired
- Previous experience in a similar fast-paced environment highly desired

ESSENTIAL JOB FUNCTIONS:

Reception

- Promotes the mission, vision and values of Community Partners
- Responsible for answering all incoming calls, providing general information to callers, and accurately linking callers to the appropriate division, department or individual within the agency.
- Greets all visitors as they come into the agency and directs them appropriately.
- Maintains an understanding of the programs and services in each division; as well as a familiarity with the key personnel for each program to facilitate successful triaging of client calls.
- Maintains communication and rapport with key program personnel in each division.
- Works with divisional staff to facilitate smooth reception and direction of daily appointments.
- Accepts, opens, date stamps, sorts and distributes mail and incoming faxes.
- Copies all checks, in duplicate, and secures original in the company safe.
- Weighs and stamps outgoing mail and ensures that it is handed to mail carrier or delivered to the Post Office daily.
- Checks general voice mail, and takes and delivers phone messages in an accurate and timely manner.
- Provides timely and attentive follow up on all reception related matters (i.e. messages, guests, and packages).
- Distributes mail, including subpoenas
- Orders, receives, stocks and distributes supplies.
- Maintains the orderly and neat appearance of the reception area, waiting room, and front desk work station. Report maintenance, housekeeping or safety issues.
- Ensures a timely and effective opening and closing of the agency on a daily basis by locking/unlocking doors, turning on/off lighting, and any additional duties required to open and close the agency.
- Operates office equipment, and immediately reports any malfunctions.

Administrative Assistant

- Provides administrative support to the CFMHS area under the direction of Director of Clinical Services. This may include but not limited to; managing projects for the Director, clerical support including spreadsheets and PowerPoints, interacting with departmental staff, making calls, keeping calendars, interacting with EMR, creating / pulling reports, etc.
- Closes out non-billable case notes in EMR
- Closes out MHOs, CFARs, FARs (on behalf of Medical Records) in EMR

- Updates EMR Pre-Admission Screening with client's new information
- Runs monthly (supervision) summary reports and submit to DCF/ChildNet
- Reviews paperwork for completeness and sorts therapist paperwork by client and place in alpha bins in Medical Records.
- Communicates clearly with supervisors and others to prioritize assignments.
- Multi-tasks in such a way that they can move freely around the first floor and still maintain excellent service to the front desk.
- Submits expense reports to Finance
- Distributes documents, checks, information to therapists
- Orders supplies for CFMHS Department
- Sends out mail on behalf of therapists
- Makes phone calls to clients as needed/ requested
- Responds professionally to calls received from clients, DCF, other agencies, and other employees, regarding clients
- Maintains therapists' library of resources (books, therapeutic games, etc.)
- Reserves rooms for meetings as requested by Director
- Registers therapists for trainings, and makes preparations for trainings (reserve room, purchase supplies, prepare sign-in sheet and certificates, photocopy handouts, etc.)
- Ensures that there are sufficient copies of forms needed by the therapists, and makes additional photocopies as needed
- Maintains copy machines on 1st floor (call for service when needed, change toner, replace staples)
- Other duties as assigned by supervisor.

DJJ Therapist

Application Closing Date: Open

Job Location: Riviera Beach

Job Status: Full Time

Service Area: 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.

ESSENTIAL JOB FUNCTIONS:

Essential Job Functions: DJJ – Palm Beach Regional Juvenile Detention Center

- To complete Mental Health and Substance Abuse Assessments and Evaluations
- 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
- Attend and participate in weekly scheduled Treatment Team Meetings
- Provide on call support when required or scheduled
- If Licensed, to be acting supervisor when current program director is on leave (sick, vacation)

Essential Job Functions: Outpatient Therapist

- 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
- Utilize measures for clinical practice and outcome based treatment planning
- Act a liaison and appropriate representative for the agency with outside social service agencies, schools and other organizations

Essential Job Functions: DJJ and Outpatient (combined)

- Promote the mission, values and vision of Parent Child Center and Community Partnership Group
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- Integrate therapeutic interventions such as assistance with anger management, self-esteem, conflict resolution, social skills, coping skills, etc.
- Actively participate in multidisciplinary team meetings, clinical supervision and training as required
- Attend, participate and collaborate in monthly and weekly scheduled Clinical Team Meetings
- Participate in weekly Clinical Supervision
- Attend trainings as required by DJJ contract and Parent Child Center (at least 15 hours per year).
- Maintain and adhere to all professional, ethical, moral and code of conduct guidelines at all times.
- Demonstrate cultural competence and awareness of the socio-cultural characteristics of clients served
- Maintain client charts and clinical documentation in compliance with the agency, the Dept. of Juvenile Justice, DCF, and Medicaid standards
- Complies and adheres to all Parent Child, Inc./Community Partnership Group and PBRJDC Policies

Care Team Therapist

Application Closing Date: 2/20/2016
Job Location: Riviera Beach

Job Status: Full Time
Service Area: Mental Health

JOB SUMMARY:

The **CARE TEAM** is a treatment approach designed to provide comprehensive, community-based psychiatric treatment, rehabilitation, and support to persons with serious and persistent mental illness such as schizophrenia. The goal of the CARE Team is to improve access to mental and physical health care, and promote healthy behaviors for homeless men, women and children in Palm Beach County. The program is a collaboration between Parent-Child Center, the Lord's Place and Genesis Community Health. The CARE Team targets severe and persistently mentally ill residents at the Lord's Place. The Parent-Child Center therapist will provide assessment, treatment planning, and therapeutic interventions for residents.

MINIMUM QUALIFICATIONS:

- Master's Degree in Social Work, Mental Health Counseling, Marriage & Family Therapy (or the equivalent) from an accredited university or college.
- Minimum of two years experience with SPMI clients.
- State of Florida license in Social Work, Mental Health Counseling, or Marriage & Family Therapy OR Registered MH/SW/MFT Intern within 12 months of licensure.
- Excellent diagnostic, treatment planning, and clinical skills.
- Experience working with adults, children and families with psychological, behavioral, and/or psychosocial issues.
- Ability to work well as a member of a team and to be flexible.
- Demonstrate cultural competence and awareness of the socio-cultural characteristics of clients served.
- Willingness and ability to travel locally; work a flexible schedule, which includes evenings and possibly weekends.
- Some knowledge of community resources.
- Excellent verbal and written communication skills.
- Computer knowledge.

ESSENTIAL JOB FUNCTIONS:

- Promote the mission, values and vision of the Parent-Child Center.
- Ensure that all services comply with funding and agency regulations.
- Responsible for providing services with clear reimbursement according to agreements with funders.
- Attend and participate in weekly scheduled CARE Team and Clinical Supervision 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 adults, children and families in adherence with the treatment plan.
- Provide crisis intervention and on call support as 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 as 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.
- 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 clinical issues to keep up to date in the field and enhance clinical knowledge.
- Provide, at a minimum, 1058 hours of face-to-face therapy sessions per year (average of 23 per week)

IT Intern

Application Closing Date: Open Continuous

Job Status: Unpaid Internship

Job Location: Riviera Beach

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 responsibility

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

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 document

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