

# Community Partners

## Employment Opportunities

April 4, 2016-, April 9, 2016

### 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 3<sup>rd</sup> 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

## **Triple P Therapist**

**Application Closing Date:** Until Filled  
**Job Location:** Riviera Beach

**Job Status:** Full Time  
**Service Area:** Mental Health

### **JOB SUMMARY:**

The Triple P Therapist is responsible for providing developmentally appropriate assessment and emotional/behavioral health services to infants, toddlers, young children and their families in homes, schools, and other safe community settings depending on the family's choice and needs.

### **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 children with emotional/behavioral health disturbances.
- Registered Intern with the State of Florida. Licensed Preferred
- Accredited in Triple Level 3/4/5
- Spanish speaking preferred.

### **ESSENTIAL JOB FUNCTIONS:**

- Promote the mission, values and vision of the Parent-Child Center, Inc. and the Community Partnership Group.
- Ensure that all services comply with funding and agency regulations.
- Attend and participate in weekly scheduled Clinical Team meetings and Reflective Supervision.
- Collaborate with the multi-disciplinary team.

- Review results of screening and assessments. Complete comprehensive assessments to develop treatment plans.
- Provide individual, group and/or family therapy to 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.
- Utilize Triple P model with parents and caregivers.
- Integrate therapeutic interventions such as assistance with anger management, problem resolution, social interaction, social skills, coping skills, etc.
- Actively participate in multidisciplinary team meetings and reflective supervision.
- Actively participate in Triple P and other required training within the specified timeframe.
- Collaborate with identified community services to support client/families' needs and for successful discharge/transition of clients to other levels of care.
- Act as a liaison and appropriate representative for the agency with community agencies, centers/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, CSC, DCF, and Medicaid standards, as applicable.
- 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.
- Provide, at a minimum, 980 hours of face-to-face therapy sessions per year (average of 20 per week).

## **Child Watch Provider**

**Application Closing Date:** Open

**Job Location:** Pahokee

**Job Status:** Part time

**Service Area:** Community Services

### **JOB SUMMARY:**

Staff will provide safe and engaging atmosphere for youth while their guardians are in a Bridges-related parent activity. Staff will actively engage the youth, utilize age-appropriate activities, and implement an appropriate behavior management approach that encourages responsibility and social competencies in a non-punitive manner.

### **MINIMUM QUALIFICATIONS:**

- High School diploma equivalent required. A.S. degree preferred.
- Be at least 18 years old.
- Experience working with children in a program setting for at least 1 year.

- Ability to maintain effective working relationships with students and staff.
- Ability to communicate effectively, both orally and in writing.

#### **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**

### **Multiple Positions Available**

**Application Closing Date:** Until filled

**Job Location:** Pahokee

**Job Status:** Part Time

**Service:** Community Services

### **JOB SUMMARY/PRIMARY DUTIES:**

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- 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:**

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- 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](http://WWW.CP-CTO.ORG)**