

# Community Partners

## Employment Opportunities

July 25, 2016-, July 30, 2016

Pathways to Prosperity  
223 NE 12<sup>th</sup> Ave.  
Boynton Beach, FL 33435

Title: Parent Coach  
Salary Range: \$34,000-\$44,000

### **Job Summary:**

The Parent Coach will provide an evidence based multi-level system of parenting and family support interventions to the targeted population.

### **Essential Job Functions / Responsibilities:**

- Introduce and engage Triple P parents to the expanded services and/or activities offered by Bridges.
- Utilize Triple P Selected and Primary Care models with parents and caregivers.
- Provide Triple P Primary Care services, including: use of video resources and tip sheets, consultation, behavioral rehearsal, and modeling. Coach will follow the model and use Peer Support to get feedback and guidance.
- Provide crisis intervention and on call supports as required or scheduled.
- Assure all Triple P parents receive a Bridges Orientation and/or Navigation Integrate "Triple P" friendly materials into the Family Resource Library located at Bridges.
- Maintain complete, accurate and comprehensive records within a 24-hour time frame. Maintain client charts and clinical documentation compliance with agency, CSC, DCF, and Medicaid standards, as applicable.
- Attend and actively participate in monthly (or as needed) Level 3 Peer Support meetings and staffing with Parent Child Center (PCC).
- Supports all programs of Bridges and P2P as needed.
- Perform other duties as assigned by the Executive Director and or Assistant Director.

### **Qualifications:**

- Bachelor's degree required in social work preferred
- Minimum 3 years experience in related field
- Bilingual, as needed for the community

Additional Requirement:

- Random drug testing throughout employment

Please send resume to [Mhennigan@cp-cto.org](mailto:Mhennigan@cp-cto.org). This position is for Pathways for Prosperity not Community Partners.

**Child and Family Therapists  
Multiple Vacancies  
Positions in Belle Glade available also**

**Application Closing Date:** Until Filled  
**Job Location:** West Palm Beach

**Job Status:** Full Time  
**Service Area:** Child & Family Mental Health

**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).
- Willingness and ability to travel locally within Palm Beach County; work a flexible schedule, which includes evenings and possibly weekends, and to work in a school and home-based environment.

**Key Responsibilities:**

- 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 a minimum of 25 billable client services per week.
- 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.

## Triple P Therapist

**Application Closing Date:** Until Filled  
**Job Location:** West Palm Beach

**Job Status:** Full Time  
**Service Area:** Child & Family 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 REQUIREMENTS:**

- 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.

### **KEY RESPONSIBILITIES:**

- 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.
- 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.

# Homeownership Advisor

## 2 open positions

**Application Closing Date:** Until Filled  
**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.

### **KEY RESPONSIBILITIES:**

- 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.
- 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.

## Intake Therapist

**Application Closing Date:** Until Filled  
**Job Location:** West Palm Beach

**Job Status:** Full Time  
**Service Area:** C&F Mental Health

### **JOB SUMMARY:**

The Child and Family Intake Therapist is responsible for providing medically necessary mental health services to identified children and their families in the Outpatient 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.
- Minimum of two years experience working with children with serious emotional disturbances, trauma, and abuse/neglect issues.
- Clinical License Required.

### **KEY RESPONSIBILITIES:**

- Experience working with children and families with psychological, behavioral and/or psychosocial issues.
- Ability to work well as a member of a team and to be flexible.
- Understanding of the stages of child/adolescent growth and development.
- Demonstrate cultural competence and awareness of the socio-cultural characteristics of clients served.

## Crossroads TCM/Therapist

**Application Closing Date:** Until Filled  
**Job Location:** West Palm Beach

**Job Status:** Full Time  
**Service Area:** C&F Mental Health

### **JOB SUMMARY:**

The TCM/Therapist Position is a combination of a Targeted Case Management position for the population served by Crossroads Community Care and a Community Based Therapist for Outpatient Clients.

- The core function of a Targeted Case Manager is to: Monitor, Plan, link and advocate for their client and the client's family, if applicable. A Targeted Case manager should be available to help the client and family, if applicable, fold the needed services - including a full range of traditional and non-traditional mental health services, family supports, health, education, life skills and social services - into a family-sensitive service plan.
- The Therapist 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.

### **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, adolescents, and/or adults with serious emotional disturbances, trauma, and abuse/neglect issues.
- Registered Intern with the State of Florida. License is preferred.
- Completion of the ACHA approved case management training or will complete the training within three months of hire.
- Knowledge of available resources in the service area .
- Knowledge of and compliance with state and federal statutes, rules, and policies that affect the target population.
- Valid Florida driver's license, ability to drive, dependable transportation.

### **KEY RESPONSIBILITIES:**

- A thorough knowledge of the stages, processes and milestones of normal physical, cognitive, social and emotional development of adolescents through adulthood.
- Ability to learn and retain a comprehensive knowledge of Parent-Child Center policies and procedures.
- Ability to educate and advise families, if applicable on age-appropriate expectations for adolescents, and can help set realistic expectations for adolescents who demonstrate developmental problems as a result of a serious emotional disturbance or abuse and/or neglect.
- Knowledge of how social work values and principles apply to child welfare practice, including respecting the family's dignity, individuality, culture and right to self-determination.
- Knowledge of how family-centered casework methods are used to promote family strengthening and stability for children by involving parents, kinship members and appropriate community members in assessment/ service planning process; providing services to maintain children in their own homes; assuring family members' involvement with their children; and providing the necessary services to achieve timely outcomes for children.
- 13 Billable therapy hours.

## Crossroads TCM

**Application Closing Date:** Until Filled  
**Job Location:** West Palm Beach

**Job Status:** Full Time  
**Service Area:** C&F Mental Health

### **JOB SUMMARY:**

The Targeted Case Manager The Crossroads Therapist is responsible for providing medically necessary mental health TCM services in collaboration with a Crossroads Therapist to identified clients and their families (if applicable) in the Outpatient office, client homes, at school, or other safe community setting depending on the client/family's choice and need. Crossroads serves a target population of adolescents and young adults with Serious Mental Illness from a team-based approach to support them in meeting their needs.

- The core function of a Targeted Case Manager is to: Monitor, Plan, link and advocate for their client and the client's family, if applicable. A Targeted Case manager should be available to help the client and family, if applicable, fold the needed services - including a full range of traditional and non-traditional mental health services, family supports, health, education, life skills and social services - into a family-sensitive service plan.

### **MINIMUM QUALIFICATIONS:**

- Bachelors from an accredited university or college in the field of counseling, social work, psychology or related human service.
- Minimum of one year working with children, adolescents, and/or adults with serious emotional disturbances, trauma, and abuse/neglect issues.
- Completion of the ACHA approved case management training or will complete the training within three months of hire.
- Knowledge of available resources in the service area.
- Knowledge of and compliance with state and federal statutes, rules, and policies that affect the target population.
- Valid Florida driver's license, ability to drive, dependable transportation.

### **KEY RESPONSIBILITIES:**

- Provide, at minimum 28 TCM billable hours per week.
- A thorough knowledge of the stages, processes and milestones of normal physical, cognitive, social and emotional development of adolescents through adulthood.
- Ability to learn and retain a comprehensive knowledge of Parent-Child Center policies and procedures.
- Ability to educate and advise families, if applicable on age-appropriate expectations for adolescents, and can help set realistic expectations for adolescents who demonstrate developmental problems as a result of a serious emotional disturbance or abuse and/or neglect.
- Knowledge of how to integrate casework methods with authority, when necessary, to simultaneously engage and empower family and kinship members.

## **Crossroads Therapist 2 Positions**

**Application Closing Date:** Until Filled  
**Job Location:** West Palm Beach

**Job Status:** Full Time  
**Service Area:** C&F Mental Health

### **JOB SUMMARY:**

The Crossroads Therapist is responsible for providing medically necessary mental health services in collaboration with a Mental Health Targeted Case Manager to identified clients and their families (if applicable) in the Outpatient office, client homes, at school, or other safe community setting depending on the client/family's choice and need. Crossroads serves a target population of adolescents and young adults with Serious Mental Illness from a team-based approach to support them in meeting their needs.

### **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 of experience working with clients with serious mental health or co-occurring disorders.
- Registered Intern with the State of Florida. License is preferred.

### **KEY RESPONSIBILITIES:**

- Complete regular training (at least 15 hours per year) on specific child/adolescent/family/co-occurring disorders issues to keep up to date in the field and enhance clinical knowledge.
- Provide, at a minimum, 966 hours of face-to-face therapy sessions per year (averaging 21 hours/week -- not including face-to-face contact due to crisis support).
- Provide screening, ongoing assessment, treatment planning, treatment plan reviews, treatment plan addendum, completion of outcome measures (CFARS, MHOS, etc) and other required activities.
- Utilize outcome measures (CDOI/PCOMS) to drive direction of treatment for each client.
- Provide individual, family, and/or group therapy to children or young adults and families in adherence with the treatment plan.
- 24 client service hours per week.



## VP of Child and Family Mental Health Services

**Application Closing Date:** Until Filled

**Job Location:** West Palm Beach

**Job Status:** Full Time

**Service Area:** Child & Family Mental Health

### **JOB SUMMARY:**

Responsible for ensuring the quality of services for Community Partnership Group's Child & Family Mental Health Services area. This position oversees the division's operations, partnerships, and programs; recommending and implementing changes that would improve services. Program oversight will include all programs and support services in the service area; ensuring effective management of the double bottom line (client outcomes & financial sustainability). This position maintains a close collaborative relationship with the VP of Quality and utilizes this relationship in decision making as needed. This position will participate as an active member of the Senior Leadership Team to collaboratively and cohesively guide the organization, make big picture decisions, and demonstrate adaptive leadership.

Direct Reports: Assistant VP, Intake Director, Director of Clinical Services, Director of TCM, Internship Program Coordinator, Director of Triple P, Special Projects Coordinator, and Director of DJJ

### **MINIMUM QUALIFICATIONS:**

- Licensed Clinician with a Master's Degree from an accredited university or college in the field of counseling, social work, psychology or a related human service degree. Experience in business administration or in clinical administration with managed care knowledge preferred.
- Registered Clinical Supervisor with state of Florida. (preferred)
- Ability to develop and maintain strong working relationships with partnering agencies, schools and funding sources.
- Minimum of 5 years working in the field with children, adolescents and families.
- Minimum of 3 years management / supervisory experience.

## Trauma Care Therapist

**Application Closing Date:** Until Filled  
**Job Location:** West Palm Beach

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

### **JOB SUMMARY:**

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

### **MINIMUM QUALIFICATION**

- 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.

### **KEY RESPONSIBILITIES:**

- Be on-call to complete Mental Health Assessments between the hours of 11am and 7pm, one day per week (additional as needed) at Safe Place Intake and Assessment Center for children recently removed by DCF.
- Provide, at a minimum, 1,081 hours of face-to-face therapy sessions with consistent clients per year (average of 23 per week).
- 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.
- Maintain complete, accurate and comprehensive records within a 24-hour time frame.

## 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:**

- Bachelor's 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.

### **KEY RESPONSIBILITIES:**

- 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.).
- 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.

## 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.

### **KEY RESPONSIBILITIES:**

- 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.

### **KEY RESPONSIBILITIES:**

- 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.

### **KEY RESPONSIBILITIES:**

- Monitor and supervise daily activities of the residents.
- Facilitate life skills, psycho-educational groups.
- Assist with maintenance of charts and clinical documentation in compliance with agency and DCF standards. 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).
- Report residents' progress or problems to clinical treatment team.
- Facilitate life skills, psycho-educational groups.

## **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.

### **KEY RESPONSIBILITIES:**

- 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.

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonable accommodate with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills, and /or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at will" basis.

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)