

Community Partners

Employment Opportunities

August 8, 2016-, August 13, 2016

Assistant VP of Child and Family Mental Health

Application Closing Date: 8/25/2016

Job Location: West Palm Beach

Job Status: Full Time

Service Area: Child & Family Mental Health

JOB SUMMARY/PRIMARY DUTIES:

The position will have three primary focuses: (1) Ensuring program quality, which includes program development, (2) Oversight of clinical programs and management of staff. (3) Ensuring the coordination of services among programs and a process flow that supports the needs of clients and system of care partners

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.
- Minimum of 3 years working in the field with children, adolescents and families.
- Minimum of 2 years management / supervisory experience.
- Registered Clinical Supervisor with state of Florida. (preferred)

KEY RESPONSIBILITIES:

- Design clinical services that meet client needs while remaining within funder-defined parameters.
- Maintain expertise in assisting Directors and Supervisors with the identification of key performance indicators and the development of useful Outcomes (including and beyond those that may be funder required) to track regularly.
- Maintain expertise in data evaluation, and organize and utilize data to illustrate quality of services to staff, Senior Leadership and funders.
- Responsible for the identification and tracking of Outcomes that will illustrate success towards the following objective for adolescent and young adult clients: Combining the menu of services, both within PCC and across systems, for clients within the identified target areas, in a way that will make lasting improvements in the areas stated in the CP Long-Term Outcomes.
- Oversee budgetary goals for programs on weekly and monthly basis in collaboration with Department Directors.
- Provide feedback and participate in the continuous quality improvement process; including COA committees and preparation for and presence during program audits.

IT Intern

Application Closing Date: Open Continuous
Job Location: Riviera Beach

Job Status: Unpaid Internship
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 responsibilities.

Part Time Intake Administrative Assistant

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

Job Status: Part Time
Service Area: Intake Dept.

JOB SUMMARY/PRIMARY DUTIES:

The Intake Administrative Assistant's role is to support the Intake Department activities. This role includes entering data, customer service, ordering supplies, copying, taking self-referrals and other administrative tasks.

MINIMUM QUALIFICATIONS:

- Associate's Degree with at least 2 years of relative experience
- OR a High School Diploma with a minimum of 3 years of relative experience.
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KEY RESPONSIBILITIES:

- Manage online referral database by regularly checking
- Take self-referrals via telephone and/or direct caller to the online referral form
- Process Internal Referral Forms
- Enter referral form data in Pre-Admission Screening in electronic medical record (EMR)
- Assist with assigning clients to practitioners
- Respond to live inbound calls to the Intake Department general phone extension and respond to telephone messages left on the general phone extension

Supervisor of Therapy Services

Application Closing Date: Until Filled

Job Location: West Palm Beach

Job Status: Full Time

Service Area: Child & Family Mental Health

JOB SUMMARY:

Supervisory role which includes supervising, monitoring, and training therapists as needed. Responsible for oversight and management of outcomes and data. Clinical responsibilities may include providing medically necessary mental health services to children and their families in the outpatient office, their homes, at schools and/or other safe community settings depending on the family's choice.

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 serious emotional disturbances.
- Licensed or Registered Intern with the State of Florida
- Five years successful supervisory experience OR history of successfully managing/writing contracts and grants, leading grant oversight, and acting as a primary liaison between agency and partner(s).

KEY RESPONSIBILITIES:

- Review clinical documentation for assigned full-time and contract staff, including monitoring Lauris Online approvals and holding staff members accountability to timeliness of submission of documentation
- Assist Director in interviewing candidates for employment.

Monitor/manage waitlist and therapist caseloads, including assigned full-time and contract staff

- Position requires 8 hours productivity weekly (368 hours yearly), including:
 - Providing screening, ongoing assessment, treatment planning, treatment plan reviews, treatment plan addendum, completion of outcome measures (CFARS, MHOS, etc.) and other required activities.
 - Providing individual, family, and/or group therapy to children and families in adherence with the treatment plan.
- 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.

Family Empowerment Coordinator

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

Job Status: Full Time
Service Area: Housing Services

JOB SUMMARY/PRIMARY DUTIES:

The Family Empowerment Coordinator will plan, develop, implement and oversee the program designed to increase self-sufficiency of low-income families and thereby reduce their need for subsidized programs and services. The coordinator is also responsible for planning and coordinating a variety of programs and services for qualified residents. The work is performed under general supervision of the Financial Capability, with considerable latitude allowed for independent judgment and action in planning activities for and with individuals and groups. This position is in partnership with the Palm Beach County Housing Authority.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Social Work, Public Administration, Psychology, Education or related field.
- Minimum two (2) years of professional experience in the direct delivery of case management and/or project management activities.
- Knowledge of the needs of communities and empowerment models available.
- Excellent math, verbal and written communication skills, including telephone and email customer service 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.

KEY RESPONSIBILITIES:

- Provides financial coaching and assistance to persons seeking aid in a variety of areas including budget and credit counseling, first-time homeownership, Identity Theft and Income Tax Preparation.
- Assess service needs of program participants, and through service coordination assist participants in accessing appropriate public or private community agencies to obtain specialized types of assistance;
- Supervise and participate in preparation and maintenance of program materials, reports, records such as psycho-social assessments, financial records, activity report, and medical records;
- Ensure compliance with state and federal regulations, Community Partners and Palm Beach County Housing Authority policies and procedures, and program requirements.
- Plan implement and direct program in accordance with guidance promulgated by HUD;

Parent Coach

Application Closing Date: 9/2/2016

Job Location: Bridges at Highland

Job Status: Full Time

Service Area: Community Services

JOB SUMMARY/PRIMARY DUTIES:

The purpose of Bridges is to enhance parental & community capacity in targeted neighborhoods around increasing healthy births, decreasing child abuse and neglect, increasing school readiness and increasing rates for 3rd grade children reading on grade level.

The Bridges Parent Coach supports the Parent Engagement Domain that employs parental support strategies to help parents become, and remain committed to, actively supporting their children's learning and development. The strategies' end goals include kindergarten readiness, early literacy, reading proficiency, and freedom from abuse & neglect.

The Parent Coach is responsible for implementing Triple P level 3 services to parents of children 0-12 living in the local community. S/he will also participate in additional parenting support strategies such as: in ASQ-3 screening, parent/child activities & other kindergarten readiness efforts that build & reinforce developmentally appropriate parenting skills.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Social Work or related field of Social Services; Master's Degree preferred.
 - 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
 - Possesses effective computer skills & communication skills with a focus on customer service
- Training and accreditation in Triple P Primary Care within 6 months of hire.

KEY RESPONSIBILITIES:

- Implements Triple P level 3 services to parents of children 0-12 living in the local community. Implements this evidence-based program with fidelity and in a culturally competent manner.
- Actively conducts, maintains and completes 50 successful Triple P level 3 cases in a fiscal year.
- Provides Triple P Primary Care services, including: use of video resources and tip sheets, consultation, behavioral rehearsal, and modeling. Parent Coaches will follow the model.
- Assures all Triple P parents receive a Bridges Orientation and/or Navigation to receive social services referrals, if necessary.
- Collaborates with identified community services to support client/families' needs and for successful discharge/transition of clients to other levels of care

**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.

VP Housing Services

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

Job Status: Full Time
Service Area: Housing

JOB SUMMARY:

Community Partners is seeking a Vice President of Housing Services. This position is responsible for managing the operations of the Housing Service Area, including the home ownership and supportive housing programs, to ensure the delivery of high quality services, efficient processes, and maximum productivity; and being an active member of the Senior Leadership Team to guide the organization.

The following positions will report directly to the VP of Housing: Housing Administrative Assistant, Director of Supportive Housing, Director of Village for Change, Financial Capability Manager, Sr. Homeownership Advisor, Homeownership Advisors.

MINIMUM QUALIFICATIONS:

- Master's Degree in business, public administration, social services, etc. with experience in housing management, finance, or development is preferred. Bachelor's degree with sufficient experience and track record may be substituted.
- Minimum 5 years of Management experience and knowledge of real estate development and/or finance
- Minimum 5 years of Supervisory experience.
- A professional demeanor and the ability to communicate effectively with clients, family members, other professionals and a variety of community resource people are required.

Key Responsibilities:

- Manage the processes of the Homeownership program to maximize efficiency, effectiveness, and productivity (with the goal of empowering as many customers as possible with knowledge and favorable financing to purchase and sustain the home that best suits their needs).
- Explore and engage in opportunities for partnership in residential development, and rehabilitation.
- Actively participate in Senior Leadership team and contribute to the leadership of the organization.
- Identify and apply for grant opportunities, or other sources of revenue, to support and build on the resources of the service area. Maintain current funding sources and follow through with securing new development opportunities when identified.
- Actively build relationships with partners, community resources, and financial institutions to promote housing programs and solicit financial support.
- Represent and integrate housing services within Community Partners' service array to promote holistic family and community development.
- Develop and monitor performance of housing program budgets.
- Coordinate marketing and outreach efforts to ensure steady pipeline of potential customers for housing services.
- Ensure the provision of timely and accurate reports to NeighborWorks America, HUD, SEFBHN, Palm Beach County, and all other housing-related entities.

YEA Program Coordinator Pahokee

Application Closing Date: Until Filled
Job Location: Pahokee

Job Status: Full Time
Service Area: Community Services

JOB SUMMARY:

The YEA Program Coordinator's primary responsibility is to develop & coordinate the daily operation of the Youth Enrichment Academy, including enrollment, budgeting, daily activities, scheduling, and quality assurance.

MINIMUM REQUIREMENTS:

- Bachelor's degree with two year's experience working in youth programming OR AA degree in related field with four years experience working in youth programming.
- At least one year supervisory experience
- Successful completion of the 40-Hour Introductory Child Care Training course certified by the Department of Children and Families within one year of appointment.
- Directors' Credential for childcare facilities, as recognized by DCF and the Dept. of Health
- Must have a valid Florida's driver's license in good standing, and must have access to reliable transportation.
- Ability to be covered by the agency's vehicle insurance policy so to participate in transportation duties as a van driver for the program.

KEY RESPONSIBILITIES:

- Oversees the planning, implementation and evaluation of the YEA, according to Family Central guidelines and Quality Rating System guidelines. Monitors and assures Family Central compliance.
- Monitors quality assurance in YEA service delivery. Oversees that YEA programming meets the Quality Rating System guidelines, as well as Health Department licensing standards for youth program.
- Supervises the Group Leaders and support staff for the YEA and evaluates staffs' performance. Monitors staff productivity standards. Promotes staff development and teamwork.
- Oversees that appropriate lesson plans are prepared and implemented by the Group Leaders. Staff will utilize the QIS Guidelines and / or Search Institute's 40 Developmental Assets for planning purposes. Lesson plans will provide opportunities for youth to develop a full array of assets, which lead to development of skills and abilities for successful transition into adulthood.
- Manages program budget – including projecting revenue for the year and developing a balanced budget. Continuously evaluates progress YTD with revenues and attendance and adjusts budget accordingly.
- Provides innovative opportunities for young people to have a significant role in the development of programs and activities. Facilitates the Kids' Council, an activity that developments youth leadership.

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

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.

Trauma Care Therapist (MUST BE LICENSED)

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.

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