

JEFFERSON COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

Vacancy: Youth Leader I Position
Children Service Unit/Administrator

Essential Duties and Responsibilities include but not limited to: Conducts on-site home visits to licensed day care centers and homes to ensure proper care of children; provides training to parents regarding proper child care (i.e., personal hygiene, budgeting, meal planning, non-physical discipline, observes family functions in the home setting, observes/reports on general living conditions in the day care and/or home setting.) Demonstrates, instructs and evaluates the client(s) involved. Assists clients with paper work or forms when necessary. Assists clients in finding various community services as well as necessary food, furniture, and clothing items. When present, follows the case plan for the family involved. Provides transportation when needed. Prepares reports to caseworkers regarding child care, parent training, medical care of child or children involved, general living conditions at the child's home, etc. Home visits can be done independently or with case workers. Confers with case workers. Supervises visits when necessary in the agency visit center. Attends court hearings and testifies when necessary. Participates in (SAR) Semi Annual Reviews. Attends educational programs, training sessions, conferences and meetings as required. May perform additional tasks as required by the Supervisor and/or Administrator.

Qualifications: Knowledge of safety practices (proper child care, and discipline), counseling, social service (social welfare). Skill in preparing typed copy from notes/dictation. The ability to recognize unusual or threatening conditions and take appropriate action, deal with problems involving several variables in familiar context, recognize safety warnings, complete routine forms, maintain accurate records, work alone on most tasks, and develop good rapport. Skill in equipment operations, such as computer and copier. The ability to prepare concise and accurate reports.

Successful candidate must have dependable transportation and a valid Driver's License and auto insurance per County requirements.

Successful applicant must be able to support regular and predictable attendance.

Applications for position must be made in writing. Applications forms are available in the Human Resource Office, Room 216, Fifth Street agency building.