

**The Children's Place at Home Safe, Inc.
JOB POSTINGS**

3/5/2010

Date:	Job Title/Position Code	Dept / Location:	Days / Hours:	Requirements / Responsibilities:
3/5/2010	System Navigator / 624	Health Beginnings / Delray	M-F 8:00am-5:00pm (Flexible) (40 hrs)	HSD/GED. Bilingual (Creole/English) required. Valid insurable FL driver's license. Reliable vehicle and current auto insurance. Minimum one year experience in social/community services environment working with families. Knowledge of Microsoft Office and Internet research experience, and knowledge of available Palm Beach County resources. Knowledge of FOCiS preferred. Responsible for working with families in need of health and financial resources. This position works in collaboration with county service providers (i.e., health department, Medicaid office) to assist clients in securing needed services. This position will conduct home visits, provide services in assigned filed locations, and may require scheduling flexibility in order to accommodate client schedules. (Non-exempt)
3/5/2010	Program Supervisor /602- New Position	Healthy Beginnings / Delray	M-F Full-Time (Flexible)	Master's Degree in human services, early childhood or related field required. Minimum four (4) years of child welfare experience with emphasis on child development for children birth to five. Minimum one (1) year supervisory and operations experience. Minimum one (1) year experience working with developmental screenings, assessment tools, and processes required. Responsible for the development and coordination of the HB/EA system of care in accordance with established organizational policies and procedures. The Program Supervisor is also responsible for the overall management of assigned program, including but not limited to daily operations; fiscal management; staffing and supervision, and the provision of quality services for the Healthy Beginnings Entry Agency. Knowledge of child welfare and community resources for children through age 5. Knowledge of State and Federal laws and regulations. Good computer skills and excellent verbal and written communication skills. Time management, organizational and coordination skills required. Able to work flexible schedules. Valid driver license and able to drive own insured vehicle and travel short and long distances throughout County. (Exempt Position)
3/5/2010	Shift Leader / 1067	Libra Boys South II/Boca Raton	Su,M,Tu,W,Th, 3pm-11pm (40 hrs)	Bachelor's preferred. Combination of High School/GED and required experience may be substituted for degree requirement. Four years experience working directly with at risk youth in a residential setting. The Shift Leader provides direct care services to adolescent female residents in our Specialized Therapeutic Group Home. This position will act as a liaison between the program supervisor and direct care staff. He/she will maintain program structure and provide direction to staff during designated shift. This position will operate as a leader in all crisis interventions and incident reporting on shift. (Non-exempt position.)
2/26/2010	Human Resources Director / 15	Human Resources / Lake Worth	Mon-Fri Full-time Flexible	Bachelor's degree, Master's preferred. PHR/SPHR certification. 10 yrs. Exp. in progressively responsible HR leadership position, preferably in a non-profit environment. Valid insurable FL driver license. Responsible for the overall development and management of the HR department, including but not limited to policy development; employment; total rewards; employee relations; workers' compensation; unemployment; compliance with State and Federal law; compliance with contractual regulations; and all other issues related to the HR component of the organization. The HR director participates in strategic planning and development and is a member of the executive management team. (Exempt position)
2/17/2010	Youth Development Professional/ 1047	Libra Boys South/ Boca Raton	Sa,Su,M,F 3pm-11pm (32 hrs)	HSD/GED. Valid insurable FL drivers license. Minimum 1 year experience working with adolescents. Experience working with a male adolescent population in a residential group home setting preferred. (Non-exempt position.)
1/4/2010	Family Service Coordinator / 628 - New Position	Healthy Beginnings / Green Acres	M-F 8:00am-5:00pm (Flexible) (40 hrs)	Bachelor's Degree in human services, preferably social work, developmental psychology or early childhood education. Two (2) yrs. Experience in child welfare, preferably prevention services or child development. Conduct screening and eligibility assessments for birth to 5 year old program participants to determine developmental status and family needs. Collaborate with community partners; refer families for required services as determined by assessment tool, and provide educational support to families regarding available resources. Excellent knowledge of child development and assessment skills. Excellent written and verbal communication skills. Knowledge of Microsoft Office; familiar with Welligent/FOCiS a plus. This position requires frequent travel in Palm Beach County during day and early evening hours. Bilingual English/Spanish required. Valid driver license and able to drive own insured vehicle and travel short and long distances throughout County. (Non-exempt position)
1/4/2010	Family Service Coordinator / 629 - New Position	Healthy Beginnings / Green Acres	M-F 8:00am-5:00pm (Flexible) (40 hrs)	Bachelor's Degree in human services, preferably social work, developmental psychology or early childhood education. Two (2) yrs. Experience in child welfare, preferably prevention services or child development. Conduct screening and eligibility assessments for birth to 5 year old program participants to determine developmental status and family needs. Collaborate with community partners; refer families for required services as determined by assessment tool, and provide educational support to families regarding available resources. Excellent knowledge of child development and assessment skills. Excellent written and verbal communication skills. Knowledge of Microsoft Office; familiar with Welligent/FOCiS a plus. This position requires frequent travel in Palm Beach County during day and early evening hours. Bilingual English/Spanish required. Valid driver license and able to drive own insured vehicle and travel short and long distances throughout County. (Non-exempt position)

ALL POSITIONS REQUIRE THE ABILITY TO WORK EFFECTIVELY AND IN A SENSITIVE AND PROFESSIONAL MANNER WITH CULTURALLY DIVERSE POPULATIONS.

External Applicants: Send resumes to: recruiter@helphomesafe.org; or mail to: Human Resources at 2840 6th Avenue South, Lake Worth, FL 33461 or fax to 561-357-8882.

Internal applicants: Please submit a completed Internal Job Opportunity Application form to the Human Resources Department. EQUAL OPPORTUNITY EMPLOYER. DRUG FREE WORKPLACE. ADA COMPLIANT