

Job Title	Risk Assessment Specialist
Employer/ Agency	Change Happens!
Job Description	<p>The Risk Assessment Specialist conduct assessment with program participants and make linkages to community resources and program services for youth program participants as needed. The Risk Assessment Specialist will assess participants for Adverse Childhood Effects (ACEs) to plan prevention activities accordingly. This position will develop family engagement activities.</p> <p><u>JOB DUTIES AND RESPONSIBILITIES</u></p> <ul style="list-style-type: none"> ➤ Help direct new or returning program participants to navigate the assessment process ➤ Involve and empower youth participants in generating community and sense of ownership within the program ➤ Conduct screening activities with program participants including assessment and follow up ➤ Link program participants and families to supporting services as needed ➤ Work with agency staff to coordinate and integrate program series throughout the agency ➤ Utilize trauma informed approach in problem solving to help youth identify healthier options ➤ Provide facilitation and /or co-facilitation for training that build skill in a variety of areas ➤ Assist in training other staff and/or volunteers ➤ Assist program participants in benefit acquisition, housing, legal services, transportation, and other essential series ➤ Coordinate program activity with parents and caregivers ➤ Maintain accurate and timely documentation of all services ➤ Complete all required statistics and reports in a thorough and timely manner ➤ Conduct risk assessment to determine and plan activities ➤ Coordinate with agency and community resources to remove barriers and enhance program participants changes for success ➤ Refer program participants to other supportive series they might need ➤ Work with staff and community members to integrate program series into the community and its resources ➤ Perform related duties as assigned <p><u>KNOWLEDGE, SKILLS, AND ABILITIES</u></p> <ul style="list-style-type: none"> ➤ Work independently with appropriate direction ➤ Use technology and computer software applications as appropriate to the work environment ➤ Maintain confidentiality of information, and use proper discretion concerning confidential matters ➤ Maintain and control multiple tasks and projects simultaneously, with interruptions, and complete work within appropriate deadlines

	<p><u>PROFESSIONAL BEHAVIOR</u></p> <ul style="list-style-type: none"> ➤ Display professional appearance in accordance with agency policy ➤ Handle difficult situations in a discreet manner ➤ Maintain attendance within limits of agency guidelines ➤ Maintain confidentiality regarding client information ➤ Attend staff meetings and in-service training and supervision sessions
Qualifications	<p>The following requirements are desired for this position:</p> <ul style="list-style-type: none"> ➤ Bachelor's degree in social work or in field appropriate to area of assignment and two years of program coordinator experience; or any equivalent combination of experience and/or Master's degree from which comparable knowledge, skills and abilities have been achieved ➤ Must also be a licensed social worker with at least 3 years of experience working with youth ➤ Demonstrate commitment to youth participation and involvement in individual and program planning and evaluation. ➤ Be able to work in interdisciplinary team setting ➤ Display superior communication, verbal, organization, and interpersonal skills. ➤ Knowledge of service systems and clinical issues related to out of home youth is strongly recommended
Salary/Hours	40 Hours/week, starting salary: \$40,000
Employer/Agency	Change Happens!
Address	33543 Elgin Street
City, State, Zip	Houston, TX 77004
Contact Person	Erica Davis
Contact Title	COO
Telephone Number	713-374-1200
Fax Number	713-651-8045
Email Address	employment@changehappenstx.org
Application Method	Online at www.changehappenstx.org/careers
Opening Date	July 18, 2019

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