HARRIS COUNTY
Human Resource & Risk Management
Houston, TX 77002
(713) 274-5444
http://www.harriscountytx.gov/hrrm
invites applications for the position of:

Youth Services Specialist-Spring

An Equal Opportunity Employer

| SALARY: | Depends on Qualifications |
| OPENING DATE: | 02/17/16 |
| CLOSING DATE: | 02/21/16 06:30 PM |

POSITION DESCRIPTION:

Protective Services for Children and Adults
Community Youth Services – Spring ISD

Reports to Area Supervisor of Community Youth Services and the Director of School Administration or the school district's designated liaison. Provides early intervention, prevention, and community-based case management services for "at risk" students in the designated school district. Addresses needs of students experiencing behavior problems, parent/child conflicts, runaway, truancy issues, and status offenders. Provides alternative solutions to problems for the youth and their families.

- Serves as resource person to obtain services for youth and their families for academic support and social skill development.
  - Arranges appointments and transports child if necessary or desirable.
  - Assists parents in arranging long-term voluntary placement of children outside the home when other alternatives have failed.
  - Enters client information in the EVOLV Client Data Base Information System and prepares necessary case management paperwork and reports.
- Provides crisis counseling for an immediate, non-coercive, easily accessible method of providing on-the-spot counseling.
  - Works with runaways by providing crisis counseling, long-term counseling, or voluntary emergency placement when necessary.
  - Works with persistent truants by arranging, locating and developing resources that would assist in eliminating the course of truancy.
- Acts as a liaison between schools, Juvenile Probation Department and Protective Services for Children and Adults.
  - Interprets policies and practices providing answers when needed concerning youth.
  - Visits and networks with new and established community resources.
  - On call to all school personnel as well as the community at large.
- Completes required data entry and case files for assigned cases making and maintaining complete, accurate and reliable evidence transactions.
- Represents the Youth Services Division on various community and state councils, boards, organizations, task forces, committees and events as directed.
- Attends and participates in all mandated trainings, work groups, and staff development/training activities to enhance skills and develop professional knowledge.
- Performs other duties as assigned within the scope and responsibilities of the position.

REQUIREMENTS:

- Bachelor's degree in a social science arena, e.g., psychology, sociology, social work, criminal justice or related field.
- One (1) year verifiable paid full-time work experience working with youth and their families in a youth-service agency in an institutional, counseling or social services setting with case management responsibilities.
- Training and experience using a personal computer with a variety of software including Microsoft Office.
- A valid driver's license, reliable transportation and liability insurance.
PREFERENCES:

- Bilingual in English and Spanish.
- Master's degree in psychology, sociology, social work, or criminal justice area.
- Licensed Chemical Dependency Counselor (LCDC), Licensed Social Worker (LBSW), or Licensed Master Social Worker (LMSW).
- Experience working with children in youth-service agencies such as Child Protective Services, Mental Health Mental Retardation Authority or Juvenile Probation.

GENERAL INFORMATION:

LOCATION:  Spring Independent School District

HOURS:  8:00 a.m. -- 6:00 p.m. Monday -- Friday

SALARY:  Bachelor's Degree: $3,100.93 - $3,523.87 Per Month  
         Master's Degree: $3,411.20 - $3,877.47 Per Month  
         Commensurate with Qualifications and Experience  
         Based on 26 Pay Periods.  
         Plus Mileage Reimbursement

"A heavy volume of applications may cause positions to close prior to advertised closing date."

Harris County has an Employment-at-Will Policy.

Employment is contingent on passing a criminal background check.

Upon receiving a conditional Offer of Employment, all applicants are screened for the presence of illegal drugs.

To view your detailed application status, please log-in to your on-line profile by visiting:  
http://www.harriscountytx.gov/hrm/employment.aspx

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Position #01187  
YOUTH SERVICES SPECIALIST-SPRING  
BQ