

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

## Volunteer Services Specialist

An Equal Opportunity Employer

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<b>SALARY:</b>	Depends on Qualifications
<b>OPENING DATE:</b>	08/05/15
<b>CLOSING DATE:</b>	08/31/15 11:59 PM

### POSITION DESCRIPTION:

Assists the Volunteer Coordinator and provides assistance with all aspects of the HAY Center Transition Coaching Program and responsible for recruitment, selection, training, assignment, supervising and evaluation of volunteers and their work with assigned youth as they transition out of foster care.

- Develops, plans, and conducts recruitment efforts to meet the volunteer service needs of the Transition Coaching Program:
  - Analyses, organizes, and evaluates recruitment and informational materials regarding the HAY Center transition coaching program.
  - Interviews, evaluates, selects and refers volunteers for assignments with selected or matched youth.
  - Conducts orientation and training programs for volunteers. that are provisionally certified guardians.
- Supervises, assigns and directs the work of volunteers to ensure policies are being applied and are acting in the best interests of the youth.:
  - Monitors volunteer activities and maintains on-going communication with volunteers, caseworkers, and caregivers.
  - Manages a caseload of volunteers and the batches (foster youth)
  - Prepares and maintains records and reports on volunteer involvement, case documentation of services provided, and other related activities.
- Assists with the planning of special events for the Transition Coaching program.
  - Attends all special events for the Transition Coaching Program and HAY Center Events.

### REQUIREMENTS:

- Bachelor's degree in a Social Services, Communications, Business Management, Marketing or related field.
- One (1) year experience in volunteer coordination, administration, or volunteer program development; or public relations or fund raising; or in a community or service organization, or social service agency.
- One (1) year experience working with youth and young adults in a youth-services agency in an institutional, counseling or social services setting.
- Training and experience using a personal computer with a variety of software including Microsoft Office.
- A valid driver's license, liability insurance and reliable transportation.
- Knowledge of the methods, techniques, and practices used to recruit, recognize, and retain volunteers.
- Knowledge of protective services child and family development, child management, family systems, community resources, and Justice of the Peace processes.
- Knowledge of principles, practices, and techniques of case management and administration, case management documentation and records management.
- Skill in operating a personal computer, utilizing a variety of standard and specialized software including electronic case management.
- Skill in self-discipline, dependable, and ability to work independently, manage multiple projects, and prioritizing multiple tasks and demands.
- Ability to maintain the highest standards of ethical behavior, exercising honesty and integrity, respect, confidentiality, and fairness in the execution of their official responsibilities.
- Ability to evaluate volunteer skills and abilities and to appropriately place volunteer.
- Ability to establish and maintain effective relationships with youth, family members, school and government officials, law enforcement, community partners, and the general public.
- Ability to communicate detailed and often sensitive information effectively, both orally and in writing.

**PREFERENCES:**

- Experience working with youth and their families through Child Protective Services, Texas Department of Family and Protective Services (DFPS), Juvenile Probation, MHMRA.

**GENERAL INFORMATION:**

**HOURS:** 8:00 a.m. - 5:00 p.m.  
Monday - Friday

**SALARY:** Will Be Discussed During Departmental Interview  
Based on 26-Pay Periods

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.harriscountytexas.gov/hrrm/employment.aspx>

1310 Prairie Street, Ste. 170  
Houston, TX 77002  
713-274-5444

Position #00722  
VOLUNTEER SERVICES SPECIALIST  
BQ

[employment@bmd.hctx.net](mailto:employment@bmd.hctx.net)

### **Volunteer Services Specialist Supplemental Questionnaire**

- \* 1. Which of the following best describes your level of education as it relates to this position?
  - High school diploma or G.E.D.
  - A bachelor's degree in a Social Services, Communications, Business Management, Marketing or related field.
  - Bachelor's degree in an unrelated field.
  - A master's degree in a Social Services, Communications, Business Management, Marketing or related field.
  - Master's degree in in an unrelated field
  - A doctorate degree in a Social Services, Communications, Business Management, Marketing or related field.
  - Doctoate degree in in an unrelated field
  - None of the above.
- \* 2. Please describe your educational background including the level of education completed, area of study, and completed major and minor programs.
- \* 3. Which of the following best describes your experience in volunteer coordination, administration, or volunteer program development; or public relations, or fund raising; or in a community or service organization, or social service agency?
  - Less than six months.
  - Six months but less than one year
  - One year but less than two years.
  - Two years but less than three years.
  - Three years but less than four years.
  - Five years or more.
  - I do not have this experience.
- \* 4. Describe your experience in volunteer coordination, administration, or volunteer program

development; or public relations, or fund raising; or in a community or service organization, or social service agency. If you do not have this experience, type "none" in the space provided.

- \* 5. Which of the following best describes your experience working with youth and young adults in a youth-service agency in an institutional, counseling or social services setting?
  - Less than six months.
  - Six months but less than one year.
  - One year but less than two years.
  - Two years but less than three years.
  - Three years but less than four years.
  - Five years or more.
  - I do not have this experience.
- \* 6. Describe your experience working with youth and young adults in a youth-services agency in an institutional, counseling or social services setting. If you do not have this experience, type "none" in the space provided.
- \* 7. Do you have experience in the methods, techniques, and practices used to recruit, recognize, and retain volunteers?
  - Yes
  - No
- \* 8. Have you worked for any of the following public social services agencies? Check all that apply.
  - Texas Department of Family and Protective Services
  - Harris County Protective Services for Children and Adults
  - Juvenile Probation
  - MHMRA Agencies
  - None of the above.
- \* 9. Please describe your work experience with Texas Department of Family and Protective Services, Harris County Protective Services for Children and Adults, Juvenile Probation, or MHMRA agencies and the duties you performed. If you do not have this experience, type "none" in the space provided.
- \* 10. Are you bilingual with the ability to communicate effectively in more than one language?
  - Yes
  - No
- \* 11. Please list the all languages you are able to use to effectively communicate?
- \* 12. Which of the following describes your level of proficiency using a personal computer?
  - Advanced
  - Skilled
  - Intermediate
  - Entry Level
  - Not Proficient
- \* 13. Which of the following programs do you have experience using? Check all that apply.

- Excel
- Word
- PowerPoint
- Publisher
- Access
- SharePoint
- Outlook
- Adobe Acrobat
- None of the Above

\* 14. This position requires a valid driver's license. Upon hire, a Texas license must be obtained by start date. Do you have a valid driver's license?

- Yes
- No

\* Required Question