

HARRIS COUNTY, TEXAS

Human Resources & Risk Management
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Benefits & Compensation (713) 755-5117
Risk Management & Safety (713) 755-8740
Hearing Impaired (713) 755-6870

ANNOUNCEMENT NUMBER: 00326

JOB TITLE: Youth Service Specialist

DEPARTMENT: Protective Services for Children and Adults
Preparation for Adult Living (PAL)
Houston Alumni and Youth (HAY) Center

HOURS: 8:00 a.m. – 5:00 p.m. Monday – Friday
Including most Saturdays During the School Year,
with Alternative Weekly Schedule
Additional Weekends/Evenings As Required for Special Events

SALARY: Will Be Discussed During Interview
Plus Mileage Reimbursement
Based On 26 Pay Periods

POSITION DESCRIPTION: The Youth Service Specialist provides intensive case management to assigned youth, primarily 15 to 18 years old, who are currently in foster care or youth who are in extended foster care after age 18.

- Assists Life Skills Instructor in providing Life Skills Assessments and Independent Living Skills Training to youth in foster care in a 13 county area.
- Administers and scores the Casey Life Skills Assessment.
- Assists with curriculum development to meet state guidelines and teaches life skills classes in each of six core curriculum areas.
- Provides intensive case management to assigned youth who have aged out of foster care.
- Assists with completing Intakes for youth eligible for the Transition Age Youth Program.
- Accurately prepares and maintains required documentation for case files and monthly reports.
- Prepares and submits requests for payment as needed to assist youth in obtaining state foster care benefits.
- Assists in organizing and participating in all special events hosted by the Preparation for Adult Living (PAL) Program/ Houston Alumni and Youth (HAY) Center.
- Performs other duties as assigned within the scope and responsibilities of the position.

REQUIREMENTS:

- Bachelor's degree majoring in Education, Psychology, Sociology, Social Work or other Behavioral or Social Science.
- One (1) year experience working with adolescents in an educational, institutional, counseling or social service setting.
- Experience in group facilitation and training in a classroom setting.
- Basic computer skills including proficiency in Microsoft Office programs.
- Excellent casework and documentation skills.
- Ability to prepare and maintain reports.
- Ability to communicate clearly, both orally and in written form.
- Ability to work independently with minimal direction.
- Ability to understand and follow specific instructions and procedures.
- Understanding of the importance of confidential information and ability to handle such information in an appropriate manner.
- A valid driver's license (Texas upon hire).
- A good driving record and liability insurance must be maintained while employed.

ADDITIONAL REQUIREMENTS:

- Three (3) Letters of Recommendation Will Be Required Prior To Employment
- No Convictions within Past 10 Years.
- All Previous Convictions, Deferred Adjudications, and Licensing/Credentialing Investigations Ever Received/Conducted Must Be Disclosed At Time of Application/Interview.

PREFERENCES:

- Master's degree in a Behavioral or Social Science field.
- At least one year experience in Child Protective Services.
- Recognized professional License (LMSW, LPC, LMFT, LCDC or Texas Teaching Certification).
- Certification and experience administering the Child and Adolescent Needs and Strengths (CANS) Assessment

CLOSING DATE: Open Until Filled

APPLY AT: <http://www.harriscountytexas.gov/hrrm/employment.aspx>

UPON RECEIVING A CONDITIONAL OFFER OF EMPLOYMENT, ALL APPLICANTS ARE SCREENED FOR THE PRESENCE OF ILLEGAL DRUGS