

Thomas Buzbee Vocational High School
Job Announcement

Position: VOCA Grant Program Specialist – Grant Funded **Position(s) Available:** (2) Two

Opening Date: September 5, 2017 **Closing Date:** 09/15/2017

Salary: \$1,167.40 Semi-monthly **Status:** Non- Exempt

GENERAL DESCRIPTION:

Assists with the day-to-day grant activities on the Thomas Buzbee Vocational High School campus, working closely with the VOCA Grant Counselor and Thomas Buzbee Vocational High School Administrative Team.

REPORTS TO:

VOCA Grant Counselor Coordinator and Thomas Buzbee Vocational High School Principal

SUPERVISES:

Students assigned

QUALIFICATIONS:

- Must be at least 21 years of age
- Possess a minimum of high school diploma or equivalent
- Must possess a valid Texas drivers license
- Must pass pre-employment drug screen and background check
- Preference given to college students in related behavioral science field
- Must be emotionally mature and capable of communicating with at-risk youth

SPECIFIC DUTIES:

Must possess the ability to:

- Assist in the oversight and implementation of the daily program expectations as established.
- Assist in the oversight and update of the individual plans on each student weekly.
- Work with VOCA Grant Counselor to formulate student schedules.
- Maintain open communication with the VOCA Grant Counselor daily on any issues either positive or negative needing to be addressed.
- Model behavior that is professional, ethical, and responsible; participate in professional development to improve skills related to job assignment.
- Working conditions - maintain emotional control under stress.
- Other – any and all other duties to be assigned as needed.

Contact

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