

Walker Montgomery C.D.C.

Job Announcement

Position: Program Specialist – Grant Funded Position

Position Available: 1

Opening Date: November 9, 2018

Closing Date: Until Filled

Salary: \$1,250.00 Semi-monthly

Status: Exempt

GENERAL DESCRIPTION:

Responsible for gathering YouthBuild participants for the program, to interview, enroll and train the Youth during the program.

REPORTS TO:

Walker Montgomery C.D.C. Director

SUPERVISES:

None

QUALIFICATIONS:

- Certification in appropriate discipline preferred, not required (i.e., social work, corrections, education, substance abuse, etc.)
- Must be computer literate
- Must have filing and typing skills
- Must be able to perform in a professional attitude toward supervision, participants, other staff and all outside agencies
- Must maintain adequate liability automobile insurance
- Must pass a pre-employment criminal history check
- Must pass a drug screen

SPECIFIC DUTIES:

Must possess and demonstrate the ability to:

Provide services as related to participants such as:

- Assistance selecting appropriate work attire and/or job tools
- Keep up with tool inventory for participants
- The ability to maintain time and attendance records for participants
- The ability to teach Life Skills to participants
- The ability to visit worksite, schools and workforce centers to coordinate between program and participants needs
- Provide backup assistance to MIS position when needed
- The ability to transport participants to community service, financial literacy and other locations
- Work 1-2 Saturdays per month
- Act as an advocate/mentor when needed
- Attend review presentations as needed
- Act as liaison with other agencies when required
- Complete: Post discharge, detailed expenditure monitoring, coordination with the YouthBuild team
- Overnight travel required as needed
- Perform other duties as assigned

Contact

Michelle Harris
Human Resources
143 Forest Service Rd., #233
New Waverly, Texas 77358

Phone: (936) 344-7847
Fax: (936)344-2386
Email: jobs@gctcw.org