

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) 755-687

ANNOUNCEMENT NUMBER: 14262-P

JOB TITLE: Program Specialist II
Intake Diversion Overnight Supervisor

DEPARTMENT: Protective Services for Children and Adults
TRIAD Prevention Program

HOURS: Days To Be Discussed Upon Job Offer
Shift is 11:00 p.m. to 7:00 a.m. (Overnight)

SALARY: \$3,300.27 - \$3,749.20/Month
Based on 26 Pay Periods
Mileage Reimbursement

EDUCATION: Bachelor's Degree in psychology, sociology, social work, criminal justice or closely related field is required. Master's degree is preferred

EXPERIENCE: Minimum two years' full-time paid experience in a youth-service agency. Preference will be given to those applicants who have experience working with adolescents in agencies such as Child Protective Services, Mental Health Mental Retardation Authority or Juvenile Probation. Experience performing crisis intervention services preferred. **A minimum of six months' supervisory experience is required.**

JOB SKILLS: Must have a working knowledge of adolescent behavior, family dynamics, case management and case and personnel documentation. Must have the ability to train others, supervise staff, and communicate effectively, both orally and in writing. Organizational and program development skills are necessary. Knowledge of juvenile justice system, child welfare system, and service delivery systems for youth with mental health needs are preferred.

JOB DESCRIPTION: The TRIAD Intake Diversion Overnight Supervisor is responsible for scheduling and supervision of the Intake staff on all 11:00 p.m. to 7:00 a.m. shifts. Works in conjunction with day and evening shift supervisors for effective and efficient shift coverage. Must be available for on-call supervision and/or shift coverage as needed. Interacts with other staff, law enforcement, juvenile probation, child welfare agencies and concerned parents in a tactful and diplomatic manner. Assigns cases to staff and provides oversight to staff providing direct services to youth and families referred to TRIAD Intake Diversion. Acts as liaison between other units in the TRIAD program, TDFPS and law enforcement agencies in Harris County. Participates in the hiring and training of new staff and ongoing casework supervision of staff also participates in CQI activities and case record reviews. Operates under the supervision of the TRIAD Intake Program Manager. Attends TRIAD staff meetings, administrative meetings or other meetings pertaining to TRIAD program as needed or required. Performs any other duties as assigned. **Required to attend a minimum of 20 hours of training or graduate studies per year.**

CLOSING DATE: UNTIL FILLED
APPLY AT: 1310 PRAIRIE – SUITE 170

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