



**JOB POSTINGS
BRIGHTON CENTER
May 8, 2012**

Candidates must submit a cover letter and resume to the Director of Human Resources, Brighton Center, P.O. Box 325, Newport, KY 41072. Resumes may also be faxed to (859) 491-8702 or emailed to resume@brightoncenter.com in Microsoft Word or Plain Text Format ONLY. For more information, visit our website at www.brightoncenter.com. TDDY (859) 655-2719. **Employees** of Brighton Center/Properties must respond to their Supervisor.

Positions filled in the last 30 days

Administrative Assistant

Workforce Development Specialist I-Boone County

Career Services Specialist-Medical Assisting

FAMILY CENTER

Commodity & Food Worker-Part Time

Pick-up, loading, unloading and distribution of private food donations and USA commodities. Weekly documentation and inventory counts. Maintain food storage areas.

REQUIREMENTS: Valid driver's license, high school diploma or GED. Must be able to work Mondays 8:00am-4:20pm. Physical ability to lift up to 30 lbs repetitively.

Pay range: \$10.00 per hour

RECOVERY CENTER

Recovery Services Program Coordinator-Full Time

Supervise all activities, services and staff of Phases 1 and 2 as well as alumni, to ensure program contract compliance. Facilitate weekly Resident Staffing meetings as well as monthly Staff meetings. Provide support to and collaborate with Intake Coordinator to ensure smooth transition of residents from SOS/MT program components to Phase 1. Work with Department Director and Community Manager to maintain a safe environment. Build community partnerships to enhance program content, referral sources, resources and fund development. Work with Department Director to maintain an Advisory Committee and assist in facilitating committee meetings as well as activities. Assist in teaching recovery classes and/or related classes. Also performs responsibilities of the Department Director when necessary. Facilitate trainings regarding addictions and recovery. Present information to community partners when requested. Attend various community partner meetings as assigned by the Department Director. Participate in rotation of on-call schedule.

REQUIREMENTS: Degree in Social Work, Psychology, Counseling or a related field and a CADAC preferred. Experience in management and / program administration. Familiarity with women's issues and chemical dependency treatment preferred.

Pay range: \$29,000 to \$46,000 annually

RECOVERY CENTER

Resident Monitor Part Time-8-16 hours weekly includes 2nd & 3rd shifts

Take referrals and conduct all intakes during shift; provide crisis counseling as needed; possess broad knowledge of signs and symptoms of drug/alcohol withdrawal; take blood pressure, pulse, and temperatures for at least the first 72 hours of admittance to program; complete all necessary documentation; possess broad knowledge of community resources for referrals; broad knowledge of first aid; oversee the safety of residents and the facility.

REQUIREMENTS: High school diplomas; experience in chemical dependency treatment and familiarity with women's issues a must; ability to work with persons in a manner that shows sensitivity to cultural diversity, sexual orientation and racial/ ethnic differences. Applicant must be flexible and will be required to work 2nd and 3rd shifts as well as weekends & holidays.

Pay range \$9.00-\$10.00 per hour

EARLY CHILDHOOD EDUCATION

HIPPY Coordinator-Full Time

(Home Instruction for Parents of Pre-school Youngsters)

Oversee daily operations of HIPPY Home Visitation Program: recruiting parents, hiring and training home visitors, organizing parent group meetings, developing enrichment activities, connect families to community resources and administer developmental assessments.

REQUIREMENTS: A minimum of a Bachelors degree in early childhood education, elementary education, family or adult education, social work or a related field. If degree is not education related, the coordinator must have a minimum of 24 training hours in early childhood development. Spanish fluency preferred. Great benefits included.

Pay range: \$25,500-\$30,000 annually

Teacher(s) –Full Time or Part Time

Early childhood Education teacher; A high quality early childhood education center is looking for individuals to help promote school readiness and a lifetime love of learning in children. Must have high standards and believe that the care they provide is invaluable. Ideal candidate has taken classes in Child Development and leadership. Some early childhood teaching experience preferred.

Requirements: High School Diploma or the equivalent. Basic reading skills (reading to children, licensing regulations), written communication with parents must be professional and clear. Problem resolution regarding classroom management and child safety, communication with parents and staff must be professional. Communication with children must be clear and correct speaking is modeled for children at all times. The ability to hear children at all times to insure a safe environment and communicate with parents, staff and children. Must have ability to work regularly pursuant to agency policy and to arrive to work on time, ability to attend meetings. Childcare discount offered and part time positions available.

Pay range \$8.00-\$9.00 per hour

WORKFORCE DEVELOPMENT

Career Transition Specialist I-Full Time

Provide professional resume assistance to job seekers at the One Stop Career Center in Florence. Duties include: resume development and critique, cover letter assistance, support with completing employment applications, career guidance, data entry, and provision of support service referrals. Will also administer, proctor, and score the Test of Adult Basic Education (TABE) and other skill assessments. Additionally, is responsible for actively contributing to the One Stop Business Services Team, maintaining monthly statistics, workshop facilitation, employer outreach, contractual compliance, quality assurance and effective support to the Program Coordinator.

REQUIREMENTS: Prefer an Associate's Degree or higher in related field or a combination of education and relevant experience. Prefer a candidate with a background in workforce development, human resources, career counseling, or professional resume writing. Candidate must possess strong proficiency in MS Word and Excel and the ability to type a minimum of 45 wpm is desired; Ideal applicant will possess a high degree of professionalism, diplomacy, flexibility and time-management skills. Candidate must be able to work with a wide range of individuals who possess various education and skill levels. Essential to have strong written and verbal communication is required as well as the ability build rapport with individuals, One Stop partners, employers and local organizations.

Pay range: \$26,000 to \$27,000 annually

Career Services Specialist-Full Time

Microsoft Office Technology (MOT)

Construction/Manufacturing Technology (CMT)

Candidate will provide job-readiness instruction, employer outreach, and employment placement assistance to a diverse, low-income population. Candidate will cultivate new externship sites for participants, locate and establish full-time, job opportunities with local employers. Additionally, the CSS is responsible for maintaining monthly statistics, workshop facilitation, contractual compliance, quality assurance and effective support to the Program Coordinator.

REQUIREMENTS: Prefer a Bachelors Degree in a related field of designated skill division, thorough proficiency in Microsoft Office 2007 and other management software platforms, 3-5 years field experience providing Career Development, Employer cultivation, and placement experience. Prefer a candidate with a high degree of professionalism, diplomacy, flexibility and time-management skills. Ideal candidate will possess a strong background in workforce development (especially as it relates to either MA or CMT/MOT Skill), human resources, career counseling, and professional resume writing. Candidate must be able to work with a wide range of individuals who possess various education and skill levels as well as ability to develop rapport and instruct an economically disadvantaged adult population in small groups with attention to individual needs. Essential to have strong written and verbal communication is required as well as the ability build rapport with individuals, funders, employers and local organizations.

Pay range: \$30,500 to \$33,000 annually

WORKFORCE DEVELOPMENT

Construction and Manufacturing Technologies Skill Instructor-Full Time

The Instructor prepares trainees for a career in construction or manufacturing trades, OSHA-10 safety certification, and other nationally recognized construction certifications, through hands-on worksite/shop experience, including carpentry skills: framing, cabinetmaking, millwork, and stair building. Candidate will provide classroom instruction in NCCER (National Center for Construction Education and Research) Core and NCCER Carpentry to a diverse population challenged by economic and educational disadvantages. The instructor will work closely with a partner skill instructor to strengthen trainee employment opportunities through contextual learning that builds trade skills and strengthens language, math, computer, and workplace skills to improve trainee employment opportunities and job retention.

REQUIREMENTS: 10+ years experience in construction trades, **or** 3-5 years experience and a Bachelor's degree in a related field. Excellent computer, communication, and organizational skills are requisite. Outstanding interpersonal skills, advanced manufacturing knowledge, and interest in helping trainees build their skills through an individualized, strengths-based approach will be necessary for success in this role. Certification in NCCER, BPI, LEED, OSHA 10, and HVAC a plus.

Pay range: \$30,000 to \$35,000 annually

Financial Aid Officer / Data Services Manager-Full Time

Responsibilities include overseeing the operations of the Title IV Financial Aid Program while assisting trainees with the financial assistance process including application procedures and award determinations. Candidate will also have monitoring, reporting, and statistical analysis responsibilities that encompass ongoing monitoring of training records, administering of daily & monthly statistical data reporting for review by leadership, maintain CET Database and other funder databases, provide statistical analysis of various data streams, supervision of Federal Work Study employees, and partner with the CET staff to develop innovative strategies for the success of program.

REQUIREMENTS: Prefer a BA/BS degree in an accounting/financial related field with direct experience administering the U.S Dept. of Education's COD System. 2 – 5 years non-profit experience with firsthand knowledge of and experience in nonprofit management, preferably in under-resourced environments. Strong attributes include exceptional attention to detail, multi-tasking capabilities, able to manage multiple projects and meet deadlines, strong organizational skills, statistical ability, supervision experience, as well as analytical thinking.

SALARY RANGE: \$31,000 to \$36,000 annually

YOUTH SERVICES DEPARTMENT

Youth Worker- Part Time, overnights, evenings, and weekends.

Provides guidance and supervision for at-risk youth in a residential emergency shelter open 24/7, candidates must be skilled at handling crisis situations, have knowledge of issues and conflicts of at-risk youth, provide hands on life skills, be non-judgmental and open to diverse populations and provide a supportive environment.

REQUIREMENTS: High school diploma or equivalent, preferably a bachelor's degree, with minimum one year experience working with at-risk adolescents. Part time overnights, evenings and weekend shifts available.

Pay range \$9.50-\$14.00 per hour.

Brighton Center / Brighton Properties does not discriminate in hiring or service delivery based on race, age, religion, national origin, marital status, gender, sexual orientation or disability as defined by ADA.