



## JOB POSTINGS BRIGHTON CENTER July 23, 2010

**External 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](mailto:resume@brightoncenter.com) in Microsoft Word or Plain Text Format ONLY. For more information, visit our website at [www.brightoncenter.com](http://www.brightoncenter.com). TDDY (859) 655-2719. **Employees** of Brighton Center/Properties must respond to their Supervisor.

### **COMMUNITY INVESTMENT**

#### **Youth Leadership Development Specialist-Part Time 20 hours weekly**

Must be able to lead groups of middle school youth in after school setting by teaching them leadership skills, service learning, how to make healthy decisions, and build their self esteem. Must be creative, assertive, adaptable, and able to collaborate with others easily. Must be available Monday-Thursday from 2-5pm.

**REQUIREMENTS:** Valid Driver's License, High School Diploma, Some College Preferred  
**Pay range \$10.00 per hour.**

### **EARLY CHILDHOOD EDUCATION**

#### **Assistant Teacher-Part Time**

Bright Days is seeking an individual to supervise children, implement and assist in planning a quality program that is developmentally appropriate and meets NAEYC/STARS and licensing guidelines.

**REQUIREMENTS:** 2 years experience in an early childhood setting, knowledgeable about early childhood development, and Child Development Associate Degree.  
**Pay Range \$8.00-\$9.00 per hour.**

#### **Every Child Succeeds Family Support Worker-Full Time**

Encourage successful parenting through home visits with first time parents utilizing a developmentally-based, family-centered curriculum. Encourage positive parent child interaction. Partner with families in achieving goals that lead to self sufficiency. Connect families to community resources. Administer developmental assessments.

**REQUIREMENTS:** BA in social service field, RN, or Associate degree in Early Childhood. 1-yr home visit or case management experience preferred. Good communication and organizational skills. Spanish fluency a plus. Driver's license required. Flexible scheduling essential. Great benefits.

**Pay Range \$25,500-27,500 annually**

## **YOUTH SERVICES DEPARTMENT**

### **Youth Worker I and Youth Worker II**

#### **Part time, On-Call –evenings, weekends and overnight**

Provides guidance and supervision for at-risk youth in a residential program. Candidates must be skilled at handling crisis situations, conflicts and various types of behaviors in a supportive manner to resolve issues.

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

**Pay range \$9.50-\$12.00 per hour.**

## **FINANCIAL SERVICES DEPARTMENT**

### **Financial Services Specialist II-Full Time**

Provide default and foreclosure counseling. Provide financial and pre-purchase homeownership counseling. Teach financial and homeownership classes. Maintain proper documentation.

**Requirements:** At least 2 years financial counseling experience. Financial counseling certification preferred. Bachelor's degree preferred.

**Pay Range \$29,000-\$33,000 annually**

## **FAMILY CENTER**

### **Senior Service Specialist II-Full Time**

Support service management for residents of Two Rivers Apartments. This includes development of contacts with service providers and agencies for resident referrals plus ongoing service management responsibility. Educates residents on available services and monitors provision of services. Includes tracking outcomes and services.

**REQUIREMENTS:** BA or BS in social work, gerontology, psychology or Public Health preferred. Demonstrated knowledge of community services and/or a combination of education & experience. Must have strong computer skills including MS Office.

**Pay range \$30,000-\$33,000 annually**

### **AmeriCorps Housing Support Specialist**

The Housing Specialist will be responsible for connecting families to appropriate housing services. Seeking out community housing resources and providing tenant education/counseling services.

**REQUIREMENTS:** BA/BS or a combination of education and experience. Strong written and verbal skills. Proficient in Microsoft office applications.

**Pay range: Stipend**

## **WORKFORCE DEVELOPMENT**

### **Career Advisor I-Full Time**

Provide Workforce Investment Act (WIA) services to Adults and Dislocated Workers. Ideal candidate will be available to travel to Grant and/or Carroll counties on a weekly basis. Travel to other areas in NKY may also be required. Duties include: career counseling/coaching, data entry, case management, facilitation of group sessions and providing skill assessments to participants. Other responsibilities include: forging partnerships with employers and local organizations as well as providing exceptional agency/program representation throughout the One Stop Northern Kentucky offices. Also responsible for maintaining participant files, adhering to contractual policies/procedures and providing support to the Program Coordinator.

**REQUIREMENTS:** Prefer a BS/BA in related field or a combination of education and relevant experience. Candidate must readily adapt to programmatic changes and exhibit a high degree of professionalism, diplomacy, flexibility, written/verbal communication and time-management. Candidate must possess strong skill proficiency in MS Word and Excel and demonstrate excellent documentation abilities.

**Pay range: \$25,000- \$27,000 annually**

***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.***