



SHELBY COUNTY
INDIANA

Shelby County Government
25 W. Polk Street Rm. 224
Shelbyville, IN 46176
www.co.shelby.in.us

VACANCY

***Interested applicants must submit a resume via email to:**
Donna Cook/Human Resources at
dcook@co.shelby.in.us

POSITION: Early Intervention Advocate – Part Time

LOCATION: Youth Assistance Program – 20 W. Polk Street

NUMBER OF HOURS: Up to 25 hours a week – *Hours may vary, will explain during interview.*

DUTIES: See position description below

REQUIREMENTS: See position description below – *degree is preferred*

PAY RATE: \$21.85 hourly with a degree or \$19.89 hourly without a degree.

BENEFITS: Not Applicable

POSITION BEGINS: As soon as possible

APPLICATION DEADLINE: Open until filled.

'All applicants considered for hire must obtain a criminal history background check. If selected for an interview, additional information will be provided at the time of interview.' EOE

POSITION DESCRIPTION – NEXT PAGE

**POSITION DESCRIPTION
COUNTY OF SHELBY, INDIANA**

POSITION: Early Intervention Advocate

DEPARTMENT: Shelby County Youth Assistance Program

WORK SCHEDULE: Part Time – Up to 25 Hours a week

Status: Part-time

FLSA Status: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Shelby County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause undue hardship.

Incumbent serves as Youth Assistance Program Case Management Support and Volunteer Program Coordinator for the Shelby County Superior Court I, Youth Assistance Division, and performing various functions to support the day-to-day operations of the Youth Assistance Program.

Essential Duties:

Assists with case management including assembling files and paperwork for intakes.

Educates and explains the benefits of the Youth Assistance Program to various segments of the community.

Manages and maintains organizational files, database, and client files.

Prepares and provides statistical and other reports for Youth Assistance Program concerning dynamics of each case and a description of children and families served, volunteer placements, and services provided.

Supports case management and service coordination through managing and updating community resources information and database.

Answers telephones and responds to program-related questions from parents, agencies, and other individuals sending written material as appropriate.

Performs a variety of office administrative functions, such as maintaining departmental calendar of events, correspondence, meeting notices, maintaining office supplies, and office equipment.

Maintains accurate records of Youth Assistance Program expenditures and assists with tracking donations and grant funds.

Encourages effective volunteer program operations and provides guidance, such as participant organization, project focus, schedule, expectations, and results identification.

Obtains names of people wishing to serve as volunteers including speaking before local civic groups and contacting community volunteer organizations to work with children and families.

Orients and trains volunteers selected from application process, providing clients with positive and personal influence in their lives to avoid future issues.

Matches clients with most appropriate volunteers, based on interviews with volunteers and clients, consultations with others, and review of client files.

Assists with supervision of client/volunteer relationship on a regular basis, ensuring a positive influence is exhibited by volunteers and client progress is being made.

Coordinates and delivers mass emails/mailings concerning program events, trainings, updates, program feedback, and monitoring of service delivery.

Assists the Youth Assistance Program Director with preparing agendas for board meetings and board committee meetings, including minutes, treasurer reports, and other documents.

Serves on Board Committee(s) as needed for the development of program related services.

Performs related and/or other duties as assigned.

Job Requirements:

Prefer Bachelor's Degree from an accredited college or university with a major in Social Work, Sociology, Psychology, Criminology, or related area or two (2) years of full-time casework experience involving establishing, coordinating, and facilitating community-based programs, or volunteer organizational experience may be substituted for the degree.

Knowledge of social work practices, procedures, and resources including casework, group work, and community organization methods.

Knowledge of standard computer software used by the department and ability to utilize current word processing, spreadsheet, database, e-mail, social media, and Internet software.

Ability to effectively communicate orally and in writing with co-workers, other County departments, local, county, and state elected officials, educators, community leaders, parents and children, mentors and tutors, attorneys, probation departments, law enforcement agencies, treatment providers, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to cope with difficult and/or emergency situations requiring immediate decisions in accordance with departmental policies and objectives.

Ability to successfully match children to appropriate volunteers based on compiled written interview information.

Ability to provide public information or maintain confidentiality of client information and/or department information and records according to state requirements.

Ability to operate standard office equipment, including use of network and personal computers.

Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to plan and present public speaking programs and reports to organized groups or individuals.

Ability to develop and maintain effective relationships with people.

Ability to occasionally travel out of town for conferences and training, sometimes overnight, and to travel to locations throughout the county including visits with local officials, schools, businesses, and/or children's family's homes.

Possession of a valid Indiana driver's license or chauffeur's license, and a demonstrated safe driving record.

Ability to occasionally work evenings/weekends.

Difficulty of Work

Incumbent's duties are somewhat narrow in scope, but are of substantial intricacy, requiring consideration of many complex variables and their interrelationships. Youth Assistance Program Early Intervention Advocate will require independent judgment in interpreting precedents and adapting methods to individual cases and situations.

Responsibility

Incumbent performs administrative functions according to general practices and policies, with priorities determined primarily by supervisor, established deadlines, and service needs of clients. Incumbent interprets and makes authoritative application of policies and procedures and standard practices of the profession to a variety of unrelated cases and circumstances. Incumbent establishes procedures and performance standards, interprets policies, and has flexibility in the job. Work is reviewed for attainment of objectives, and appropriate supervision or direction of assigned operations. Incumbent reports directly to Youth Assistance Program Early Intervention Advocate Director or designee.

Personal Work Relationships

Incumbent communicates frequently with co-workers, other county departments, local, county, and state elected officials, educators, community leaders, parents and children, mentors and tutors, volunteers, attorneys, probation departments, law enforcement agencies, treatment providers, and the public.

Incumbent reports directly to Youth Assistance Program Director or designee.

Physical Effort and Work

Incumbent performs majority of duties in an office environment, involving sitting for long periods, sitting and walking at will, keyboarding, speaking clearly, hearing communication, and close vision. Incumbent occasionally travels out of town for conferences and training, sometimes overnight, and travels to locations throughout the county including visits with local officials, schools, businesses, and/or children's family's homes.

The above position description is not to be construed as an exhaustive list. Other duties associated with the position may be assigned.