

PORTER-LEATH POSITION ANNOUNCEMENT

POSITION TITLE: CASE MANAGER-RESIDENTIAL
DEPARTMENT: RESIDENTIAL SERVICES
REPORTS TO: COMPLIANCE MANAGER
VACANCIES: 1 POSITION AVAILABLE
STATUS: FULL-TIME, EXEMPT
DAYS/HOURS: MONDAY-FRIDAY, 37.5 HOURS PER WEEK;
FLEXIBLE SCHEDULING; ON CALL AS NEEDED
RECRUITMENT: INTERNAL/EXTERNAL
DATE OF OPENING: August 1, 2011

GENERAL DESCRIPTION: The Case Manager will have the responsibilities of providing case management services for clients of Residential Services and functions as a direct link with each child and the Juvenile Court of Memphis, Department of Children's Services, to include keeping the representative informed of client progress, coordination of visits and appointments, and preparation for successful placement.

SKILLS

KNOWLEDGE & ABILITIES

- * Bachelor's degree in Social Work.
- * One (1) year of relevant work experience.
- * Knowledge of basic office procedures and effective/accurate skills using a computer. Possess computer skills to include word processing, spreadsheets, database management and the internet.
- * Ability to exhibit initiative in asking questions, making recommendations and independently handle assignments.
- * Possess a valid Driver's License with a good driving record; functions on-call as needed for emergencies.
- * Ability to maintain confidentiality and objectivity.
- * Effective communication and interpersonal skills.
- * Writing skills to maintain up to date, accurate and legible files.
- * Organizational skills to determine workload priorities and complete a variety of tasks comprising a heavy workload in a timely manner.

HOW TO APPLY: All interested applicants must submit an application/resume to Human Resources by 08/15/2011. Applications must be completed online at <http://plcareers.iapplicants.com>

APPROVED: JOY CRITE, HR MANAGER

****Porter-Leath is an equal opportunity/affirmative action employer****

PORTER-LEATH POSITION ANNOUNCEMENT

POSITION TITLE: ASST. TEACHER
DEPARTMENT: AMERICAN WAY HEAD START
REPORTS TO: SITE MANAGER
VACANCIES: 1 POSITION AVAILABLE
STATUS: FULL-TIME, NON-EXEMPT
DAYS/HOURS: MONDAY-FRIDAY, 37.5 HOURS PER WEEK;
HOURS TO BE DETERMINED; 10 MO. POSITION
RECRUITMENT: INTERNAL/EXTERNAL
DATE OF OPENING: August 1, 2011
GENERAL DESCRIPTION: The Asst. Teacher will have the responsibilities of being one of the primary caregivers for one group of children in the Porter-Leath American Way Head Start facility & provide Teacher support.

SKILLS

KNOWLEDGE & ABILITIES

- *HSD/GED & CDA required; Associates Degree in Early Childhood Education, or related field is preferred.
- *Two (2) years of relevant work experience with children ages three to five (3-5) years. CPR and First Aid certification is preferred.
- *Knowledge of and the ability to implement developmentally appropriate program for pre-school child care with the ability to provide continuum of care.
- *Ability to forge a mutually respectful partnership with persons served and their families, conviction about the capacity of people to grow and change, the ability to set limits and maintain the helping role of the employee and the ability to intervene appropriately to meet the needs of the persons served and their families and the ability to develop trusting relationships within a client's home.
- *Possess a commitment to continued education & improvement to include regular participating in workshops, conferences, training sessions, etc.
- *Good organizational skills to determine workload priorities.
- * Effective oral and written communication skills to effectively communicate with diverse groups.
- * Ability to perceive and deal with sensitive issues while maintaining confidentiality and objectivity.

HOW TO APPLY: All interested applicants must submit an application/resume to Human Resources by 08/15/11. Applications must be completed online at <http://plcareers.iapplicants.com>

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