

# NOTICE OF JOB OPENING

## GRANT POSITION

|                       |                 |                     |                   |
|-----------------------|-----------------|---------------------|-------------------|
| <b>Posting Begins</b> | October 6, 2022 | <b>Posting Ends</b> | November 30, 2022 |
|-----------------------|-----------------|---------------------|-------------------|

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| <b>Position Title</b> | <b>PROGRAM SPECIALIST<br/>(JUVENILE INTAKE ASSESSMENT SPECIALIST)</b> |
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|                   |           |                 |                            |
|-------------------|-----------|-----------------|----------------------------|
| <b>Department</b> | Sheriff's | <b>Division</b> | Juvenile Intake-Assessment |
|-------------------|-----------|-----------------|----------------------------|

|   |                    |   |             |     |           |
|---|--------------------|---|-------------|-----|-----------|
|   | New Position       |   | Full-time   |     | Hrs./Week |
| X | Replacement        | X | Part-time A | 20+ | Hrs./Week |
|   | Seasonal Temporary |   | Part-time B |     | Hrs./Week |

|                             |                                   |
|-----------------------------|-----------------------------------|
| <b>Location of Position</b> | 738 Ann Ave Kansas City, KS 66101 |
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**BRIEF JOB DESCRIPTION:** The applicant is responsible for working as part of a team to complete the intake process for all youth referred to the Juvenile Intake & Assessment Center (JIAC). This includes performing a needs assessment for each youth, making referrals for the youth and his/her family when appropriate for social/intervention services, and completing all required paperwork within the prescribed timeframes. Completes various tasks such as property inventories, pat-searches, fingerprinting and photographing. Transport youth to shelter when necessary. Frequent contact with county law enforcement agencies, court and legal staff, detention centers, social agencies, juveniles and their families or guardians. Excellent interpersonal, oral, record keeping, and written communication skills. This is a 24/7 operation with shift work and mandatory overtime.

**MINIMUM QUALIFICATIONS:** High School diploma or GED equivalent. Two years of college coursework in human services or other related field, 2 years' experience working with youth and families, or a combination of the two. Bachelor's Degree preferred but not required. Must be able to be certified in performing First Aid and CPR. Must have a valid Driver's License.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE  
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

|                     |             |             |      |                    |      |
|---------------------|-------------|-------------|------|--------------------|------|
| <b>Salary Range</b> | \$19.78/hr. | <b>PI #</b> | 6960 | <b>Class. Code</b> | 1416 |
|---------------------|-------------|-------------|------|--------------------|------|

EXT 11/03/2022

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.  
PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY  
EOE**

*The Unified Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.*