

# NOTICE OF JOB OPENING

## GRANT FUNDED POSITION

<b>Posting Begins</b>	November 3, 2022	<b>Posting Ends</b>	December 14, 2022
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<b>Position Title</b>	<b>PROGRAM SPECIALIST</b>
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<b>Department</b>	Community Corrections	<b>Division</b>	Juvenile
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	New Position	X	Full-time	40+	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

<b>Location of Position</b>	738 Ann Avenue Kansas City, KS 66101
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**BRIEF JOB DESCRIPTION:** The Youth Services Division of the Department of Community Corrections provides probation supervision of youth and community-based programming for youth and families. This position supports these activities by providing transportation using agency vehicles and supervision of justice involved youth as they engage in pro-social activities on and off-site. This position will report to and assist the Program Supervisor in developing and/or facilitating program activities for youth on probation. Some daily documentation is required. Other duties as assigned.

**MINIMUM QUALIFICATIONS:** Associates Degree in a related field and one year of related program experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Demonstrated ability to work independently and as part of a team. Punctual and reliable. Must have strong and positive interpersonal skills to work successfully with youth. Must be at least 21 years of age. Must have valid driver's license and must pass NCIC criminal records check and abuse registry check. Bi-lingual Spanish preferred, but not required.

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

<b>Salary Range</b>	\$16.17-\$20.58/hr.	<b>PI #</b>	6122	<b>Class. Code</b>	1416
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EXT 11/17/2022

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.*