

NOTICE OF JOB OPENING

GRANT POSITION

Posting Begins	July 15, 2021	Posting Ends	November 3, 2021
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Position Title	PROGRAM SPECIALIST (JUVENILE INTAKE ASSESSMENT WORKER)
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Department	Sheriff's	Division	Juvenile Intake-Assessment
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	New Position		Full-time		Hrs./Week
X	Replacement	X	Part-time A	20+	Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	710 N 7 th Street Kansas City, KS 66101 (Justice Complex)
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BRIEF JOB DESCRIPTION: The incumbent 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), to perform a needs assessment for each youth, to make referrals for the youth and his/her family when appropriate for social/intervention services, and to complete all required paperwork within the prescribed timeframes. Process intake juveniles detained by law enforcement by completing intake records, property inventories, pat-searches, fingerprinting and photographing. Assess juveniles by completing state-mandated screening instruments. Transport youth to shelter when necessary. Maintain security and order within the facility. Frequent contact with county law enforcement agencies, court and legal staff, detention centers, social agencies, juveniles and their families or guardians. This is a 24/7 operation with shift work and mandatory overtime.

MINIMUM QUALIFICATIONS: High School diploma or GED equivalent, and 2 years of college coursework in human services or other related field; or 2 years' experience working with youth and families; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Bachelor's Degree preferred. Must be able to be certified in performing First Aid and CPR. Must be able to be certified in physical restraint techniques. Excellent interpersonal, oral, record keeping, and written communication skills. Must be detail orientated and ability to multi task. Must have valid Driver's License. Must be at least 21 years of age.

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

Salary Range	\$17.57/hr.	PI #	6960	Class. Code	1416
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Extend 10/7/2021

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.