



EMPLOYMENT OPPORTUNITIES

February 28, 2011

Unified Family Court Community Resource Specialist (Part-time)

The Unified Family Court Community Resource Specialist will perform complex legal and administrative duties specifically pertaining to locating appropriate agencies and professionals for parties pursuant to specific judicial instructions regarding the facilitation and monitoring of referrals. The community Resource Specialist will facilitate referrals as required, monitor compliance and document for the court; draft documentation for the court as to parties' progress and compliance, provide correspondence as necessary, and distribute reports to parties and collateral as appropriate. Qualifications: graduation from an accredited college or university with an Associate's Degree, supplemented by considerable experience in legal secretarial or paralegal work; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills: Thorough knowledge of business English, spelling, and punctuation, thorough knowledge of case management and legal secretarial practices and procedures, ability to establish and maintain effective working relationships with attorneys, other employees, judges and the general public, proficient in Word, Excel, and data entry and retrieval. Bilingual English/Spanish preferred.

SA/HIV Prevention Health Educator

Responsibilities include: working collaboratively with local University in the implementation of program in partnership with other campus partners and community partners, participating in on-going needs assessment studies, delivering all assigned project evidence-based strategies and program, providing substance abuse/HIV/AIDS education to University students, generate referrals for counseling and HIV testing. Bachelor's Degree in community health, public health or social sciences and one year experience working with HIV prevention and/or education. Closing date: Open until filled.

Director, Helpline Services

The Director of Helpline Services is responsible for the day to day operational management and coordination of the organization's human services call center. The Director oversees all Call Center activities and staff; directs the functions of the call center supervisors and clinical supervisor; and works on developing initiatives for the call center through increasing

revenue streams and creating new collaborative efforts with outside organizations, develops and implements operating policies and procedures, sets goals and evaluates goals on a regular basis to ensure they are met. Master's Degree or 3-5 years of related experience in Social Work, Public Administration, Business Administration or a related field. Minimum of 5 years of

experience as senior manager with a non-profit multipurpose agency or government entity. 3-5 years of proven track record of successful grant writing.

How to Apply:

Submit a cover letter and resume to the attention of Carolyn Broughton, Human Resources Director. Your resume may be faxed to (305) 377-2269 or emailed to cbroughton@switchboardmiami.org. (EOE)