

LUTHERAN SERVICES FLORIDA

JOB

OPPORTUNITIES

The following position is currently open. If you would like to apply for an opening listed, please submit a memo with a resume stating your qualifications. Your resume must be received within five (5) business days. Non-exempt employees must have six (6) months tenure and exempt employees must have one (1) year tenure in current position to be eligible for posting. Lutheran Services Florida is an Equal Opportunity Employer. Drug Free Workplace.

POSITION	PROGRAM/ DIVISION	FT/PT E/NE	EDUC./EXP. REQUIREMENTS	RESPONSIBILITIES	STARTING PAY
ASSISTANT PROJECT COORDINATOR (Part Time) Contact: Barbara Artabasy 850-664-0145 JPR 2215, NPR 3401, Pos 8111	TEEN COURT – NORTHWEST REGION (Okaloosa)	FT/NE	-High School Diploma req'd with Associate and/or Bachelor's Degree in human services and/or related field preferred -One to three years experience working directly or as support with the juvenile or adult court systems, law enforcement, civil or military public affairs, community services agencies or other human services related field -Proficient in Microsoft Word and Excel -Good written and verbal communication, time management, organizational and interpersonal leadership skills -Ability to function in a team setting and to establish effective working relationships with co-workers, the general public and community partners -Dependability, discretion and good judgment are essential -Must be able to supervise youth during the courtroom process and related areas of the teen court program -Able to work well with groups and clients of varying socio-economic and ethnic backgrounds and belief systems	-Assist the Project Coordinator with the coordination of service delivery provided by the Teen Court program in Okaloosa County -Receive referrals and provide intake, case management and other appropriate services for youthful offenders admitted to the program primarily in North Okaloosa County -Schedule courtroom(s) for teen court sessions and make arrangements for meeting space for volunteer training and other group activities and assist the project coordinator with these duties -Work with the project coordinator to oversee activities of the Teen Court sessions and to supervise youth volunteers during case preparation, training and court sessions.	\$11.91/ hour