



**JOB POSTINGS
BRIGHTON CENTER
January 25, 2012**

Candidates must submit a cover letter and resume to the Director of Human Resources, Brighton Center, P.O. Box 325, Newport, KY 41072. Resumes may also be faxed to (859) 491-8702 or emailed to resume@brightoncenter.com in Microsoft Word or Plain Text Format ONLY.

For more information, visit our website at www.brightoncenter.com.
TDDY (859) 655-2719.

Employees of Brighton Center/Properties must respond to their Supervisor.

Positions filled in the last 30 days

Resident Monitor I

Department Administrative Assistant

FINANCIAL SERVICES

Financial Services Specialist II-Full Time (37.5 hours weekly)

Provide default and foreclosure counseling. Intervene with lenders and attorneys to help families apply for HUD Assignment Program Work with individuals that result in stopping a foreclosure. Provide financial and pre-purchase homeownership counseling. Teach financial and homeownership classes. Maintain proper documentation. Create & distribute marketing tools which encourage individuals & families to enter financial development services and/or attend educational seminars. Provide predatory lending, financial literacy, improved credit and asset building, and other topics as pay apply to borrowing money from lending institutions. Maintain positive working relationships with financial programs, government housing, and lending institutions.

REQUIREMENTS: At least 2 years financial counseling experience. Financial counseling certification preferred. Bachelor's degrees preferred. Personal vehicle with proof of insurance and valid driver's license. At least 1 year experience with budgeting & credit preferred. Banking experience and working in a community based setting. Basic statistical analysis, produce monthly reports & notes. Analyze & draw conclusions from data.

SALARY RANGE: \$29,000-\$33,000 annually

FAMILY CENTER

Customer Service Specialist-Full Time (37.5 hours weekly)

Provide a quality customer experience to all visitors to the Family Center. Including directing customers to needed services, explain processes and program requirements, and providing excellent customer service. The CSS will be responsible for the overall appearance of the community room and ensuring resources and activities are available to visitors in the community room.

REQUIREMENTS: Experience in the human service field. Must have strong customer service skills and demonstrated ability to treat customers with respect and dignity. A high school diploma or GED required and some post-secondary education preferred.

SALARY RANGE: \$22,000-\$24,000 annually

Resource Advocate (Full-Time 37.5 hours per week)

Provide assessment, assistance, resources, support and advocacy to our customers. Help families identify and set goals to achieve their hopes and dreams. Supervise and coordinate the activities of volunteers. Oversee the food pantry and USDA Commodities operations.

Requirements: Experience in the human service field. Must have strong customer service skills and demonstrated ability to treat customers with respect and dignity. Must be able to physically help with the management of donations including unloading and loading of donations including food. A high school diploma or GED required and bachelor's degree preferred but a combination of education and experience will be considered. Must be competent in MS office line including MS Word, Excel & Outlook.

SALARY RANGE: \$24,000-\$26,000 annually

WORKFORCE DEVELOPMENT

Workforce Development Specialist I-Full Time

Provide workforce development services to job seekers and employers through the Workforce Investment Act and One Stop Centers of Northern Kentucky. One position will be based in Covington, KY. Candidate will travel throughout the eight counties of NKY in collaboration with our robust workforce development team. Duties include: career counseling/coaching, case management, service referrals, workshop facilitation, personalized employer services, data entry and maintaining positive rapport among customers, employers and partnering agencies.

Requirements: Prefer a BS/BA in related field and 2 years experience working in a non-profit organization. Will consider a combination of education and relevant experience. Candidate must possess high levels of professionalism, diplomacy, flexibility, time-management and public speaking abilities. Must be competent in MS Office product line; including MS Word, Excel, Outlook, and PowerPoint.

Pay range: \$26,000 to \$27,000 annually

WORKFORCE DEVELOPMENT

Youth Support Specialist (Step-Up)-Full Time

Ability to cultivate relationships with 16-21 year old out of school parents & youth as well as Center for Employment Training trainees in the GED Program. Weekly communications with KTAP Case Managers on student progress and must be able to accurately report data on direct support on monthly & quarterly performance reports. Ability to supervise and mentor an economically disadvantaged adolescent population in small groups as well as address and resolve issues/barriers of student served with attention to individual needs. Individual will be responsible for program marketing, student retention, student successes and Family Days. Prefer Greater Cincinnati/Northern Kentucky community resources knowledge.

Requirements: Prefer a BA/BS degree in related, 2-5 years experience in Social Services and Case Management with excellent organizational & communication skills.

Pay range: \$26,000 to \$27,500 annually

Career Services Specialist-Full Time (Medical Assisting (MA))

Besides providing hands-on, job-readiness instruction to a diverse, low-income population, candidate will mentor and coach for future employment preparation in a professional health care working environment, cultivate new MA externship sites for participants while administering associated *Memorandums of Understanding* (MOUs), locate and establish full-time, paid job opportunities within the community through the development of contacts with potential employers, coordinate placement and follow up activities and exhibit a results-oriented aptitude as a successful career services/job developer.

REQUIREMENTS: Prefer a Bachelors Degree in a related field, thorough knowledge of Microsoft Office 2007 software, a minimum of 3-5yrs field experience providing Career Development, Career Placement Services preferably within the health care arena, and ability to supervise/instruct an economically disadvantaged adult population in small groups with attention to individual needs.

Pay range: \$30,500 to \$33,000 annually

RECOVERY CENTER

Resident Monitor

Part Time-8-16 hours weekly includes 2nd & 3rd shifts

Take referrals and conduct all intakes during shift; provide crisis counseling as needed; possess broad knowledge of signs and symptoms of drug/alcohol withdrawal; take blood pressure, pulse, and temperatures for at least the first 72 hours of admittance to program; complete all necessary documentation; possess broad knowledge of community resources for referrals; broad knowledge of first aid; oversee the safety of residents and the facility.

REQUIREMENTS: High school diplomas; experience in chemical dependency treatment and familiarity with women's issues a must; ability to work with persons in a manner that shows sensitivity to cultural diversity, sexual orientation and racial/ ethnic differences. Applicant must be flexible and will be required to work 2nd and 3rd shifts as well as weekends & holidays.

Pay range \$9.00-\$10.00 per hour

YOUTH SERVICES DEPARTMENT

Youth Worker- Part Time, overnights, evenings, and weekends.

Provides guidance and supervision for at-risk youth in a residential emergency shelter open 24/7. Candidates must be skilled at handling crisis situations, have knowledge of issues and conflicts of at-risk youth, provide hands on life skills, be non-judgmental and open to diverse populations and provide a supportive environment.

REQUIREMENTS: High school diploma or equivalent, preferably a bachelor's degree, with minimum one year experience working with at-risk adolescents. Part time overnights, evenings and weekend shifts available.

Pay range \$9.50-\$14.00 per hour.

EARLY CHILDHOOD EDUCATION

Teacher(s) –Full Time or Part Time

Early childhood Education teacher; A high quality early childhood education center is looking for individuals to help promote school readiness and a lifetime love of learning in children. Must have high standards and believe that the care they provide is invaluable. Ideal candidate has taken classes in Child Development and leadership. Some early childhood teaching experience preferred. High School Diploma or the equivalent. Basic reading skills (reading to children, licensing regulations). Written communication with parents must be professional and clear. Problem resolution regarding classroom management and child safety. Communication with parents and staff must be professional. Communication with children must be clear and correct speaking is modeled for children at all times. The ability to hear children at all times to insure a safe environment and communicate with parents, staff and children. Ability to work regularly pursuant to agency policy and to arrive to work on time. Ability to attend meetings. Childcare discount offered and part time positions available.

Pay range \$8.00-\$9.00 per hour

COMMUNITY INVESTMENT DEPARTMENT

Donations Driver-Part Time 10 hours weekly

Pick up and deliver donations. Maintain routine maintenance and cleanliness of the agency truck. Maintain accurate records of all donations, pickups and deliveries. Maintain four major storage areas. Foster Brighton Center's positive image within the community including: (corporate and individual), residents, recipients, business and other agencies.

REQUIREMENTS: Valid Driver's license; clean driving record; able to drive a 14 foot donation truck; experience preferred. Pass a background check. _Ability to document travel information. Professional approach with donors.

Pay range: \$10.00 hourly, 10 hours weekly.

Brighton Center / Brighton Properties does not discriminate in hiring or service delivery based on race, age, religion, national origin, marital status, gender, sexual orientation or disability as defined by ADA.