

CAMERON COUNTY



EMPLOYMENT OPPORTUNITY PLEASE POST

DATE: October 17, 2011

DEADLINE: Until filled

- POSITION:** FAMILY OUTREACH SPECIALIST PART-TIME
- JOB LOCATION:** Cameron County Department of Health & Human Services
(Combes Family Learning Center)
- SALARY:** \$8.00 per hour
- QUALIFICATIONS:** Must be a high school graduate or GED. Six months of full time experience in reception, clerical work. Previous experience working with children on a daycare or school environment preferred. Must have good writing skills and be able to communicate effectively with others in a congenial manner at all times. Must have a valid Texas Drivers License; comply with State of Texas Driving Laws, and maintain an acceptable driving record.
- DESCRIPTION OF DUTIES:** Under the supervision of the Director of Social Services or designee. Responsible for coordination of services for children in assigned Family Learning Center. Maintains high standards of excellence in all activities in the Family Learning Center and community. Coordination of constant interaction with participants maintains order and discipline. Keeps attendance records and related documentation required. Help coordinate community resources and provide direct service. Accountability of all supplies and equipment used by the class; other duties as assigned. This is not a Civil Service position.
- HOW TO APPLY:** Cameron County
Human Resources/ Civil Service/ Safety Risk Dept.
1100 E. Monroe St. Suite 118
Brownsville, TX 78520

AA/EEO/MFD EMPLOYER