



## COMMUNITY PARTNERS IN ACTION JOB POSTING

**JOB TITLE:** SCHOOL LIASION  
**DATE:** March 4, 2010  
**POSTING PERIOD:** Thursday, March 4, 2010 – Thursday, March 18, 2010  
**LOCATION:** Youth Offender Program, Wadsworth Street  
**HIRING MANAGER:** Tony McLendon, Program Manager

### POSITION REQUIREMENTS:

Four year degree in Social Science or related field and two years experience in the field of human services or a two year degree and four years experience in human service field. Excellent oral and written communication skills. Bilingual (Spanish/English helpful).

### RESPONSIBILITIES:

- Liaison to Hartford Alternative Education Program to ensure client enrollment and Participation.
- Meet with Board of Education regularly to maintain accurate file data on all students (clients).
- Assist students (clients) with enrollment.
- Monitor school registration/attendance, including PPT meetings
- Perform case management activities for clients in caseload
- Develop and conduct group activities.
- Provide transportation to inpatient programs, clinics, hospital, etc.
- Assess appropriateness of court referred individuals for participation in the program.
- Develop and maintain networking relationships with court personnel to insure acceptance and use of program services.
- Maintain current knowledge of Young Offender program rules, program offerings (group/individual) and network capabilities in order to inform the court about the program's abilities to supervise clients.
- Receive and disseminate written documentation from the program to court participants' progress or failure.
- Maintain statistics and other pertinent information regarding participants referred to the program.

### INTERCHANGEABILITY:

- Perform other duties as required.

**REPORTS TO:** Program Manager

Apply to: Human Resources Director  
110 Bartholomew Avenue  
Hartford, CT 06106

Or by fax: (860) 566-8089

Or by e-mail: [resumes@cpa-ct.org](mailto:resumes@cpa-ct.org) (MS Word documents only)

All internal applicants must complete an Internal Job Application (signed by current Supervisor/Program Manager)