



ourfamilyservices

COMPANY NAME: Our Family Services

JOB TITLE: Assistant Manager-Day-Shift- Reunion House

JOB DESCRIPTION:

The primary purpose of this position is the responsibility for supervising the Reunion House staff and youths. The Reunion House shelter is a 20-bed, DES-licensed facility that provides emergency shelter and support to youth aged 12-17 who have been removed from their family home or run away from an unsafe situation.

The specific expectations and essential duties of this position include:

- Provides effective crisis management
- Provides assessment, crisis intervention, individual, family, and group services to children, youth, and families.
- Identifies needs with client(s) and completes individualized goal plan
- Effectively links clients with appropriate community resources and advocate for client needs
- Is available to clients at all hours required by program or contracts
- Plans for client discharge/termination/aftercare in coordination with client(s), family members, and other providers
- Trains, mentors, and supervises the work of assigned Youth Care Workers
- Assists Manager in evaluating and securing training opportunities for staff
- Other duties as assigned

SALARY: \$33,400 annually. All staff who successfully passes a language test showing substantial bilingual ability in Spanish will receive a differential equivalent to \$.75/hr.

APPLICATION QUALIFICATIONS:

- One (1) year of supervisory or leadership experience
- Associate's Degree
- One (1) year of related experience
- Eligible to receive and maintain state fingerprint clearance
- Eligible to receive and maintain food handler certification
- Good communication and people skills
- Valid Arizona driver's license,
- Computer and technological skills necessary to complete program paperwork, keep accurate case records, enter and retrieve client information on a database, email, use MS Excel, use MS Word.

HOW TO APPLY: Apply on our website: <https://www.ourfamilyservices.org/about/join-our-team/>

2797 E Ajo Way, Tucson, AZ 85713

BusinessServices@pima.gov

Equal Opportunity Employment/Program:

Auxiliary aids and services are available upon request to individuals with disabilities