

Department of Probation & Court Services
Part-Time Job Opportunity
(GRANT FUNDED)

THIS IS A GRANT FUNDED CONTRACTUAL POSITION. THE CONTRACT WILL NOT BE EXTENDED FOLLOWING THE TERMINATION OF THE FUNDING, SCHEDULED FOR OCTOBER 14, 2010.

THE CONSULTANT WILL BE AN INDEPENDENT CONTRACTOR RATHER THAN AN EMPLOYEE. THE CONSULTANT WILL NOT RECEIVE ANY COUNTY BENEFITS.

Job Title: Employment Opportunity Developer

Department: Probation & Court Services

Hourly Rate: \$20.00 per hour

Maximum Contract Amount for a 12-month Term: \$6,000.00

Schedule: Schedule will vary day and evening hours, Monday-Friday (avg 6 hrs/wk)

Contact: Beth Young **Phone:** (630) 407-8412 **Fax:** (630) 407-8558

Job Description

The Juvenile Division of the Department of Probation & Court Services has received grant funding for a pre-employment training and job placement program for juvenile probationers. As part of this program, the Department is seeking area employers who are willing to partner with us to provide employment to youth who have completed the employment training program.

The Responsibilities of this Position Include:

- Identify, contact and establish relationships with prospective partner employers in targeted areas of the County;
- Describe the pre-employment training and job placement program to prospective partner employers;
- Answer questions about the program;
- Connect interested partner employers with the appropriate Department staff so that a partner agreement can be finalized;
- Participate on the Employment Committee and work collaboratively with Probation Officers in the Juvenile Division; and
- Maintain accurate statistical information in order to measure the effectiveness of the Program.

Requirements for this Position:

- Completion of a Bachelor's Degree in the Behavioral Sciences and 2 years experience working with job placement programs or an equivalent combination of training and experience;
- Ability to take initiative and use good judgment;
- Demonstrated written and verbal communication skills;
- Ability to function independently and be an effective contributor to a team;
- An understanding of the population the Probation Department works with;
- Flexibility in scheduling hours of work which may include some evenings;
- Complete and pass a thorough background investigation; and
- Possess a current Driver's License and a willingness to utilize personal vehicle to complete work assignments as necessary.

Interested individuals should submit a cover letter and resume, highlighting relevant experience to Beth Young (fax: 630-407-8412; e-mail: elizabeth.young@dupageco.org). All information must be received by 4:00 pm on Tuesday, November 2, 2009.

Department of Probation & Court Services is an Equal Opportunity Employer