

A New Leaf

Helping Families... Changing Lives

External Open Position List and Internship Information May 12, 2010 To May 21, 2010

Note: How to apply and internship/externship information listed below.

MESA LOCATIONS

Position and Program	Schedule and Salary Information	Minimum Skills/Requirements Job Duties/ Responsibilities (Included but not Limited to):
<p><u>Bilingual (English and Spanish) In Home Respite Workers</u></p> <p>Respite Program</p>	<p>SCHEDULE: Hours will vary to meet client and/or program needs. Days, evenings, weekends and overnight shifts available. Service provided to community. Respite service where a family can take a 4-8 hours break. Planned scheduled based on family need; could be emergency situations where little notice is provided.</p> <p>SALARY: \$12.00 to \$14.00 per hour. Salary commensurate with education & work experience.</p>	<p>MINIMUM EDUCATION/SKILLS/REQUIREMENTS: The ideal candidate will possess AA Degree in Behavioral Health. Experience working with juveniles preferred as well as a Minimum of 6 months experience in behavioral field. Bilingual in English and Spanish required.</p> <p>JOB DUTIES & RESPONSIBILITIES (Included but not limited to): Our new Respite program is seeking to fill Two (2) part time Bilingual (English and Spanish) direct care positions in the East Valley area.</p> <p>This position provides respite services to youth and families enrolled in the behavioral health community. Candidates provide supervision in client's home in a community setting. Activities might include productive recreation and leisure activities of daily living. This person will also document and submit significant and routine paperwork such as progress notes, incident reports, etc. as required by the program.</p>

<p><u>Case Manager</u></p> <p>Domestic Violence Program</p>	<p><u>SCHEDULE:</u> Mondays to Fridays. Days and hours might vary to meet family and or program needs.</p> <p><u>SALARY:</u> D.O.E.</p>	<p><u>MINIMUM EDUCATION/SKILLS/REQUIREMENTS:</u> The ideal candidate will have a HS/GED Diploma and at least 2 years of recent case management experience in BH or related field or an AA degree in BH or related field and 1 year of recent. Excellent written and oral communication skills required as well as supervisory skills. DV experience and knowledge of community resources highly preferred.</p> <p>Excellent organizational skills, ability to set priorities, meet deadlines and handle multiple tasks, as well as to assume ownership in completion of projects is required. Ability to maintain strict confidentiality is a must. Skilled in MS Office programs required. Bilingual: Spanish/English a plus. This position might have other requirements.</p> <p><u>JOB DUTIES & RESPONSIBILITIES:</u> We are looking to fill a full time Case Manager position at our Autumn House program. In this position you will provide daily crisis intervention, domestic violence education, resources and referral services to residents in our domestic violence shelter. Documentation will include assisting in the development of case plans, completing progress notes; prepare data for reporting purposes, and agency paperwork in an accurate and timely manner.</p> <p>You will supervise support staff and work together with them on assisting residents in meeting their goals. Supervisory responsibilities will include monitoring and evaluating performance, assisting with hiring, training, and scheduling of staff as well as facilitating classes on and off site, participating as a member of the administrative team and being on-call.</p>
<p><u>In Home Respite Workers</u></p> <p>Respite Program</p>	<p><u>SCHEDULE:</u> Hours will vary to meet client and/or program needs. Days, evenings, weekends and overnight shifts available. Service provided to community. Respite service where a family can take a 4-8 hours break. Planned scheduled based on family need; could be emergency situations where little notice is provided.</p> <p><u>SALARY:</u> \$12.00 to \$14.00 per hour. Salary commensurate with education & work experience.</p>	<p><u>MINIMUM EDUCATION/SKILLS/REQUIREMENTS:</u> The ideal candidate will possess AA Degree in Behavioral Health. Experience working with juveniles preferred as well as a Minimum of 6 months experience in behavioral field. Bilingual in English and Spanish a plus.</p> <p><u>JOB DUTIES & RESPONSIBILITIES</u> (Included but not limited to): Our new Respite program is seeking to fill a part time direct care position in the East Valley area.</p> <p>This position provides respite services to youth and families enrolled in the behavioral health community. Candidates provide supervision in client’s home in a community setting. Activities might include productive recreation and leisure activities of daily living. This person will also document and submit significant and routine paperwork such as progress notes, incident reports, etc. as required by the program.</p>
<p>WEST VALLEY LOCATIONS</p>		
<p>Position and Program</p>	<p>Schedule and Salary Information</p>	<p>Minimum Skills/Requirements Job Duties/ Responsibilities (Included but not Limited to):</p>

<p><u>Advocacy Crisis Counselor</u></p> <p>Advocacy Program</p> <p>West Valley</p>	<p><u>SCHEDULE:</u> Hours vary according to program needs, between the hours of 8:00 AM to 8:00 PM, Monday - Friday; some Saturdays may be required. Flexibility of schedule required to meet program and client needs.</p> <p><u>SALARY:</u> \$15.00 -17.00 per hour. Salary commensurate with education & work experience. Bilingual differential will be added to hourly rate.</p> <p><u>PLEASE NOTE:</u> This position requires traveling between Mesa, Phoenix, Glendale and Goodyear areas. Bilingual in English and Spanish skills required. Applicants will be tested.</p>	<p><u>MINIMUM EDUCATION/SKILLS/REQUIREMENTS:</u> The ideal candidate will possess a Masters The ideal candidate will possess a Masters Degree in counseling or related field and state certification have good knowledge of the requirements of State of Arizona Behavioral Health Licensure and will be skilled in counseling and case management, as well as knowledge of casework, sexual abuse and assault, family structures, domestic violence, victimization and interpersonal relations. Experience providing individual and group therapy with diverse populations.</p> <p>This position requires flexibility with the work schedule and performance of duties, to be open minded, culturally sensitive, self-motivated, the ability to take on new responsibilities and to respond to change in specific tasks/situations. Must be organized, able to set priorities, meet deadlines, and able to handle crisis situations. Proficiency in word processing required. Bilingual Spanish/English preferred. This position might have other requirements.</p> <p><u>JOB DUTIES & RESPONSIBILITIES:</u> The Advocacy Counseling is seeking a Part Time Crisis Counselor to provide crisis counseling at our Goodyear Advocacy Center. In this position, you will provide professional counseling services for victims of crime including domestic violence and sexual abuse/ assault and help clients identify and articulate problems, stabilize the individual and family after abuse, teach positive coping skills, provide information to reduce the risk of future abuse and empower clients to regain control of their lives.</p>
<p><u>Bilingual (English and Spanish) In Home Respite Workers</u></p> <p>Respite Program</p>	<p><u>SCHEDULE:</u> Hours will vary to meet client and/or program needs. Days, evenings, weekends and overnight shifts available. Service provided to community. Respite service where a family can take a 4-8 hours break. Planned scheduled based on family need; could be emergency situations where little notice is provided.</p> <p><u>SALARY:</u> \$12.00 to \$14.00 per hour. Salary commensurate with education & work experience.</p>	<p><u>MINIMUM EDUCATION/SKILLS/REQUIREMENTS:</u> The ideal candidate will possess AA Degree in Behavioral Health. Experience working with juveniles preferred as well as a Minimum of 6 months experience in behavioral field. Bilingual in English and Spanish required.</p> <p><u>JOB DUTIES & RESPONSIBILITIES</u> (Included but not limited to): Our new Respite program is seeking to fill a part time Bilingual in English and Spanish, direct care position in the West Valley area.</p> <p>This position provides respite services to youth and families enrolled in the behavioral health community. Candidates provide supervision in client’s home in a community setting. Activities might include productive recreation and leisure activities of daily living. This person will also document and submit significant and routine paperwork such as progress notes, incident reports, etc. as required by the program.</p>

<p><u>Bilingual Crisis Counselor</u></p> <p>Advocacy Program</p> <p>Mesa, Phoenix, Glendale, & Goodyear</p>	<p><u>SCHEDULE:</u> Hours vary according to program needs, between the hours of 8:00 AM to 6:00 PM, Monday - Friday; some evenings may be required. Flexibility of schedule required to meet program and client needs.</p> <p><u>SALARY:</u> Up to \$18.00 per hour including Bilingual differential. Mileage reimbursement will be provided. Salary commensurate with education & work experience.</p> <p><u>PLEASE NOTE:</u> This position requires traveling between Mesa, Phoenix, Glendale and Goodyear areas. Bilingual in English and Spanish skills required. Applicants will be tested.</p>	<p><u>MINIMUM EDUCATION/SKILLS/REQUIREMENTS:</u> The ideal candidate will possess a Masters Degree in counseling or related field and state certification, and have good knowledge in the requirements of State of Arizona Behavioral Health Licensure and will be skilled in counseling and case management, as well as extensive knowledge of casework, sexual abuse and assault, family structures/violence and victimization and interpersonal relations. Experience providing individual and group therapy with diverse populations and ability to do community outreach.</p> <p>This position requires flexibility with the work schedule, be open minded, culturally sensitive, flexible in the performance of duties, taking on of new responsibilities and responding to change in specific tasks/situations. Must be organized, able to set priorities, meet deadlines, handle crisis situations and able to work in a police department setting. Proficiency in word processing required. Bilingual: Spanish/English Required. This position might have other requirements</p> <p><u>JOB DUTIES & RESPONSIBILITIES:</u> The Advocacy Counseling is seeking a Full Time Bilingual: Spanish and English Crisis Counselor to provide crisis counseling at our 4 Advocacy Center locations: Glendale, Goodyear, Phoenix, and Mesa and community outreach. In this position, you will provide professional counseling services for victims of sexual abuse/ assault and help clients identify and articulate problems, stabilize the individual and family after abuse, teach positive coping skills, provide information to reduce the risk of future abuse and empower clients to regain control of their lives.</p>
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INTERNSHIP/EXTERNSHIP INFORMATION

Please Note: Our interns must follow the same process as our job applicants. The process is as follows:

1. Complete a job application and send via fax, mail or email to the number/addresses below.
2. Please make sure you state on the application that you are applying for internship and which program you are interested in doing your internship.
3. Please provide us with the following information about your internship requirements:
 - a. Length of internship and time frame to complete it
 - b. How many hours per week
 - c. What days and times are you able to attend the program
 - d. Any other information that you consider we should know
4. Once we receive the above documents, if appropriate, they will be forwarded to the hiring department.
5. If you are selected for an interview, one of the program managers will contact you to set up an appointment, or to obtain more information. At that time you can provide us with more information regarding your internship requirements. We will also let you know what will be our expectations from you as an intern.
6. If you are selected to participate as an intern at one of our programs, you must attend a one week orientation prior to start at any of the programs. The orientation week is counted as part of your internship hours. The schedule for the orientation is Mondays to Fridays, 8:00 AM to 5:00 PM, unless otherwise stated by HR or the training department. These are just the basic requirements; there might be other requirements depending on the program, contracts, and other regulations.

Please submit your Cover Letter, Resume, and Application via one of the following methods:

- 1) Visit: www.turnanewleaf.org and download and application
- 2) Apply directly from Jobing.com
- 3) Fax: (480) 969-2696
- 4) Email: dbeltre@turnanewleaf.org
- 5) Mail: 868 East University Drive, Mesa, AZ 85203
- 6) In Person: 3420 East University Drive, Mesa, AZ 85213 (between Val Vista Drive and Lindsay Road).

Our job openings and internships are open until filled (unless otherwise specified) and are subject to close or change with or without notice. Those applicants that are most qualified might be contacted for an interview. To learn more about A New Leaf and the different services we provide please visit our website at www.turnanewleaf.org. No phone calls please. No Third Party or Temp Agencies. A New Leaf is an equal Employment opportunity employer and participates in the E-Verify program.

PAY COMMENTS: Salary commensurate with education & work experience. All of our employees enjoy the following benefits: Direct deposit, Competitive pay, Employee Assistance Program (EAP), Merit increases based on performance, Annual Team member Appreciation Event, informal, yet professional team environment. Bilingual: Spanish/English differential.

FULL TIME EMPLOYEES ONLY (30 hours and up): We provide a comprehensive benefits package that represents a significant part of the total compensation plan: Health and Dental Insurance; Vision Coverage, Sick Days, Vacation, Holidays, Life Insurance & AD&D, Short Term Disability (STD), 401(K), and Tuition Reimbursement.

BILINGUAL INFORMATION: A New Leaf recognizes the need for bilingual service staff to meet the growing demands of the Limited English Populations in Maricopa County. To meet this demand, we actively seek to recruit qualified personnel with high skill level in providing services to the Spanish speaking populations in their language, Spanish being the fastest growing language among the Limited English Populations. Qualifying staff will be evaluated in two areas: Oral Proficiency and Written Proficiency. There are 5 levels of proficiency for the Oral (Speaking & Listening) Test and 5 levels for the written test (0-4 scale). The description for each is as follows:

LEVEL 0: Staff is expected to welcome Spanish speaking consumers to the agency and the program but it is not expected to write case notes in Spanish or interpret Spanish written documents or communicate with consumers in writing in Spanish.

LEVEL 1: Staff is expected to be able to answer questions related to program as well as providing direction and references to referred programs as appropriate and is expected to understand the basic meaning of what a consumer is attempting to communicate in writing in Spanish but not attempt translations of any documents for general consumer use or formal letters to consumers.

LEVEL 2: A staff at this level may conduct informational sessions of a non-therapeutic nature with assistance and is expected to be able to communicate in basic form with consumers in writing in Spanish informally.

LEVEL 3: Staff at this level and higher are considered interpreters per A New Leaf expectations and will be able to bill for services through the RBHA as applicable by the program. Staff at this level is expected to provide therapeutic services in Spanish as needed. Staff able to generate revenue through interpreting services is direct care service providers only. Non billing staff skilled at this level will be expected to provide interpretation services.

Staff at this level is expected to be able to communicate formally with consumers in Spanish. Staff at this level may be able to assist staff at a level 4 in the translation of material for general program use. Staff is expected to write case notes in Spanish with accuracy. Staff at this level can assist in the translation of forms and documents from English to Spanish for general program use.

LEVEL 4: Staff at this level and higher are considered interpreters per ANL expectations and will be able to bill for services through the RBHA as applicable by the program. Staff at this level is expected to provide therapeutic services in Spanish. Staff that is able to generate revenue through interpreting services is direct care service providers only. Non billing staff skilled at this level will be expected to provide interpretation services and use of their skill to record communication messages in Spanish.

In addition to the written requirements for level 3, Staff at this level is considered a translator and is expected to translate written forms and documents from English to Spanish for general program use. Written translations are approved by A New Leaf Training Department and all translation jobs remain the property of A New Leaf.