



## JOB ANNOUNCEMENT

| JOB TITLE  | POSITION NUMBER  |
|--|--|
| Child Support Worker TREK  |  |
| POSTING DATE   | DEADLINE DATE  |
|  | Until filled   |
| POSITION LOCATION  |  |
| <b>TREK Athens Area</b><br><b>1020 Barber Creek Drive</b><br><b>Watkinsville, GA 30677</b>   |  |
| GENERAL NATURE OF JOB DUTIES   |  |
| <p>Supervises foster homes with up to 15 foster children, provides oversight for those children and the foster homes, coordination of all services needed for children served. Provide 24/5 services and on call on weekends and holidays as needed. Assist with creating services plans and completing all notes and other paperwork in allotted timeframe. Assist with recruiting and training new foster parents as needed and place foster children in the home as well as placing several children. Primary work hours 8:00 a.m. to 5:00 p.m. however, flexibility of schedule as well as the ability to be responsible for on-call work as well.</p> |  |
| MINIMUM QUALIFICATIONS   |  |
| <p>Bachelor's Degree in Social Services field <b>AND</b> 2 years' experience working with children. Good writing and writing comprehension skills, flexibility of schedule, and ability to assist with Case Management Duties as assigned.</p> <p><b>Preferred Qualifications: Former DFCS experience and/or Resource Development experience</b></p>   |  |
| HOW TO APPLY   |  |
| <p>Applicants should submit a <b>Lookout Mountain Community Services Application</b> to the following:</p> <p style="text-align: center;">           Lookout Mountain Community Services<br/>           ATTENTION: Human Resources Department<br/>           PO Box 1027<br/>           LaFayette, GA 30728<br/>           E-Mail: <a href="mailto:Jobs@LMCS.org">Jobs@LMCS.org</a><br/>           Telephone: 706-638-5580 x 4114<br/>           FAX: 706-638-5445         </p> <p><i>Lookout Mountain Community Services Application can be found at <a href="http://www.lmcs.org">www.lmcs.org</a> or contact 706-638-5580 x 4114</i></p>                | <p>Due to the volume of applications received we are unable to provide information on your application status over the phone. Applicants who are selected for an interview will be contacted to arrange for an interview. Applicants who have a disability, which require special accommodations should contact the Human Resources Department.</p> <p><i>Lookout Mountain Community Services Application</i> should be filled out carefully and completely with <b>the last ten years of work history</b> included. Attach documentation to support education/training/licensure certification. If your application is not complete you may forfeit the opportunity of an interview. Keep a copy of your application. Copying service is not available at LMCS.</p> <p style="text-align: center;"><b>APPLICANTS SHOULD NOT SUBMIT A RESUME IN LIEU OF A LOOKOUT MOUNTAIN COMMUNITY SERVICES APPLICATION.</b></p> <p style="text-align: center;"><i>In-House applicants will be considered prior to applicants being considered outside the agency.</i></p> |

**THIS POSITION REQUIRES PRE-EMPLOYMENT DRUG TESTING  
AN EQUAL OPPORTUNITY EMPLOYER**