



JOB POSTING

POSTING DATES: November 2, 2009 thru November 6, 2009
DIVISION: Matrix Human Services Center
POSITION TITLE: Information Specialist
DIRECTLY RESPONSIBLE TO: Center Director

GENERAL STATEMENT OF DUTIES:

To know and understand the complexities of The Center and create a safe environment for parents, youth, community members and Mission Partners. Direct all community members and mission partners on The Center events, programs and policy and procedures. Walking through The Center, taking out trash, and locking The Center on Saturdays and Sundays.

QUALIFICATIONS:

- High school graduate or G.E.D.
- Provide documentation of experience Documented experience working with children.

NOTE: Equivalent combinations of education and experience that could provide the required knowledge, skills and abilities, will be evaluated on an individual basis.
Must also complete criminal clearance and DHS clearance.

CONTINUOUS QUALITY IMPROVEMENT AND ETHICAL CONDUCT:

All personnel of Matrix must adhere to the NASW Code of Ethics and incorporate Continuous Quality Improvement efforts into their everyday performance.

RELATED KNOWLEDGE, SKILLS AND ABILITIES:

- Good oral and written communication skills.
- Able to read, write, and communicate in standard English.
- Ability to write clear and accurate reports.
- Good organizational and time management skills.
- Able to maintain confidentiality of all discussions and records.
- Must be resourceful, patient, and sensitive to the needs of staff, children and family.
- Must be culturally sensitive to work in a diverse community.

Must be physically and mentally capable of performing the duties of the classification.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Assists in posting employment opportunities for the community.
- Assist in maintaining a safe, healthy, and developmentally-focused environment for the consumers that visit The Center.
- Ensure all guests sign in and out.
- Perform related tasks and required tasks as outlined by the program
- Empty all trash cans at end of shift.
- Walk through The Center at end of shift and lock the facility
- Act as a resource for the community.
- Attend Matrix Human Services Center staff meeting and other program related meetings or activities.
- Performs other duties as assigned by Program Director and Assistant Director.

EQUAL OPPORTUNITY EMPLOYER

Please send resume to:

Matrix Human Services, Human Resources Department

120 Parsons Street, Detroit, MI 48201

(313) 831-1000 (313) 831-9139 (FAX)

Email: dnewing@matrixhs.org