



EMPLOYMENT OPPORTUNITY

FOSTER YOUTH SERVICES MANAGER

UPDATED 06/21/2024

SALARY AND BENEFITS

Level I: \$23.56 - \$31.10 per hour, plus benefits

Level II: \$25.83 - \$34.15 per hour, plus benefits

FILING DEADLINE

5:00 p.m., ~~June 20, 2024~~ **Extended to: July 8, 2024**

DUTIES AND RESPONSIBILITIES

The Foster Youth Services Manager, under supervision from the Supervising Probation Officer, primarily provides educational and support services to foster youth in licensed foster homes or county operated Juvenile Detention Facilities in accordance with Education Code section 42921(b). The major duties of the job include:

Foster Youth Services Manager I

Primarily provides educational and support services to foster youth in licensed foster homes or county operated Juvenile Detention Facilities in accordance with Education Code section 42921(b). May perform a variety of duties while working with child welfare services, courts, schools, students in all phases of program implementation and other job-related work as required. The specific responsibilities of the Foster Youth Case Manager are identified in Education Code section 42921(c).

Foster Youth Services Manager II:

The Foster Services Manager II is journey position and completes data reporting, state reports and assists with case planning. Assists with budgeting, fiscal oversight and overall program operations. Knowledge of revenue streams and general county policies affecting the program operations. Positions in this are flexibly staffed and are filled by advancement from the I level.

Essential Duties and Responsibilities:

- Facilitate the transfer of the Health and Education Passport for each foster youth.
- Research and interpret education laws pertaining to foster and homeless youth.
- Assist foster youth in accessing transitional services such as vocational training, emancipation services, training for independent living, tutoring, mentoring and counseling.
- Travel within the county to multiple sites and meeting places to provide services to students, teachers, interagency partners, businesses and to participate in meetings.
- Assist foster youth with mainstreaming into a public school setting.
- Provide advocacy training for program staff, educators and foster parents.
- Participate in collaborative meetings to help benefit foster youth.
- Provide direct intervention and prevention services and case management.
- Perform other essential job related work as assigned.

(All duties may not be performed by all incumbents.) Other duties may be assigned.

MINIMUM QUALIFICATIONS

Education and Experience

Foster Youth Services Manager I:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Equivalent to a Bachelor's degree from an accredited college or university in an appropriate field.
Three years of responsible experience with at least one-year experience in a specific or closely related program preferred.

Foster Youth Services Manager II:

Equivalent to a Bachelor's degree from an accredited college or university in appropriate field.
Three years' experience as a Foster Youth Services Manager I.

Licenses and Certifications

Possession of, or ability to obtain, a valid California driver's license.



SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

HOW TO APPLY

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. To obtain the required Lassen County application, visit the Personnel Department at our website at <http://lassencounty.org>, or by visiting our application center at the address below. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department
221 South Roop Street
Susanville, California 96130

 (530) 251 -8320 

Opened: May 23, 2024

Updated: June 21, 2024

GENERAL INFORMATION

Lassen County is an equal opportunity employer hiring employment eligible applicants. Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted post-conditional offer of employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

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