

# Quakerdale

## Job Openings 3/8/2010

### MANNING

- **Resident Counselor (full-time, salary position)** - Provides direct care and supervision of youth in assigned program. Requires HS Diploma and minimum 1 year experience providing services to youth and families. Prefer BA/BS in Social Work or related human service field.
- **Relief Resident Counselor (part-time, hourly position)** - Provides direct care and supervision of youth in assigned program. Requires HS Diploma and minimum 1 year experience providing services to youth and families. Prefer BA/BS in Social Work or related human service field.
- **Relief Youth Worker (part-time, hourly position)** - Youthworkers role model responsible behavior and decision making for those youth placed in the shelter. Ensures the safety of youth at all times, function as part of a team that attends to developmental and custodial needs of the residents within the parameters of Quakerdale philosophy. BA/BSW from an accredited college or university in social work or related human service field preferred. Or, AA/AS degree in a related human service field or 2-year nursing program. Or, BA (unrelated field), High School diploma, or GED. Some travel required.
- **Overnight (part-time, hourly position)** – maintains, monitors, and documents resident safety, overnight conditions, and events. Completes bed checks and related assigned duties. Requires HS Diploma. Prior experience working with youth preferred.
- **Residential Treatment Caseworker (full-time, salary position)** - performs casework services of considerable difficulty, directed towards the elimination, reduction or improvement of selected behaviors of children accepted for placement. Acts as team leader to resident counselors assigned to cottage.

### MARSHALLTOWN

- No current position open.

### NEW PROVIDENCE

- **Development Coordinator (full-time, salary position)** - Reporting to Director of Development, the Development Coordinator is responsible for using creativity to develop publications and writing assignments, providing public relations and marketing support, helping plan fundraising events, write Grant proposals, and maintaining the agency website and electronic newsletter. Bachelor's degree in marketing, advertising, communications or technology preferred; Strong organizational and time management skills; Attention to detail and ability to be self-motivated and meet deadlines; Utilizes technology to promote and expand outreach of the organization through interactive marketing vehicles (website, electronic communications and hyperlinks), presentations, events, feature articles and internal communications. Strong computer and program skills utilizing Adobe, Micro-Soft Office programs including Word, Excel, Power Point, Access and Outlook; and design software prefer In Design experience. Knowledge of website maintenance and electronic communication tools; prefer experience with HTML, JavaScript and .Net.
- **Human Resource Coordinator (full-time, salary position)** - Performs administrative assistant functions for the Director of Administrative Services, primarily supporting Human Resources functions. Maintains high confidentiality in all human resources information system, employee files, and archive records. Provides the development, coordination and monitoring of the agency staff training and development program. Will facilitate designated training curriculums as approved by the Director of Administrative Services. Coordinates volunteer and applicant materials including correspondence and recordkeeping. Prefer BA/BS in Business or related field. Minimum 2 to 3 years experience in Human Resources or Administrative Services is preferred. Previous training experience is preferred.

### NEWTON

- **Overnight (part-time, hourly position)** – maintains, monitors, and documents resident safety, overnight conditions, and events. Completes bed checks and related assigned duties. Requires HS Diploma. Prior experience working with youth preferred.

### WATERLOO

- **Resident Counselor (full-time, salary position)** - Provides direct care and supervision of youth in assigned program. Requires HS Diploma and minimum 1 year experience providing services to youth and families. Prefer BA/BS in Social Work or related human service field.
- **Tutors (hourly position)** - Under indirect supervision, assures individual educational needs are being met by providing assistance in all subject areas during regular study hours. Prefer experience with emphasis in working with children with emotional, social & learning/ behavioral difficulties.
- **Relief Resident Counselor (on-call, hourly position)** - Provides direct care and supervision of youth in assigned program. Requires HS Diploma and minimum 1 year experience providing services to youth and families. Prefer BA/BS in Social Work or related human service field.

### FAMILY SERVICES

- No current position open.

To apply, send application and/or resume to:

Human Resources  
PO Box 8  
New Providence, IA 50206

Or email to:  
[resumes@quakerdale.org](mailto:resumes@quakerdale.org)

Or fax to:  
641-497-5220