

## CAREERS IN HUMAN SERVICES

### Job Descriptions 2008

**Career Cluster Definition: Human Services** - Prepare individuals for employment in occupations that relate to families and human needs.

#### BUS MONITOR

Monroe County Public Schools has an immediate opening for **Bus Monitor**.

Job Duties: Assist school bus driver in student loading, unloading and seating students; understand and relate to children with special needs; work cooperatively with others; maintain routine records and documentation. Send resume and cover letter to:

Ms. Linda Hunt  
Monroe County Schools  
309 Emberton Street  
PO Box 10  
Tompkinsville, KY 4242167  
<http://www.monroe.k12.ky.us/>

#### CAMP COUNSELOR

Bowling Green Parks and Recreation is now hiring the BEST people for the BEST place to work. Part-time positions available for a **Camp Counselor** to work with physically and mentally challenged children in the summer camp program. Job duties include taking a small group of children through their daily activities (field trips, events, structured activities, etc.). Qualified applicant must show initiative, be goal oriented, dependable, self-motivated and willing to be part of a team. High school diploma required. Send resume to:

Bowling Green Parks and Recreation  
Attention: Brent Belcher  
225 Third Avenue  
Bowling Green, KY 42101  
[www.bgky.org](http://www.bgky.org)

#### COSMETOLOGY

PJ's College of Cosmetology is accepting applications for their **cosmetology program**. Interested individuals will need to have a high school diploma or GED and will have to pass an entrance exam. Positions available in cosmetology and nail technician. Successful applicants will demonstrate effective communication skills, be dependable and on time, work

independently, demonstrate an ability to take direction, give good customer care, be ethical and honest and demonstrate a good professional image.

Send resume to:  
PJ's College of Cosmetology  
Attention: Vicki Ramer  
Gateway Shopping Center  
Bowling Green, KY 42101

## **CUSTODIAN**

**Custodian position** available with Caverna Independent School District, evening shift. Interested individuals should have a high school diploma or GED or have a willingness to enroll in the GED program and make satisfactory progress toward receiving the GED. Desirable qualifications: Ability to work independently and have good physical stamina, clean well, be dependable, courteous and neat. When applying, bring personal identification card and complete names and addresses of four references. Criminal record check required. Hourly pay rate is \$8.00. Send a separate letter of interest for position, current resume and names and addresses of four (4) references to:

Ms. Alisha Richardson  
Director of Special Education  
Caverna Independent Schools  
1102 N. Dixie Highway  
PO Box 240  
Cave City, KY 42127  
[www.caverna.k12.ky.us](http://www.caverna.k12.ky.us)

## **HOUSEKEEPER**

**Housekeeper, Hospital** – Major area hospital is seeking Housekeepers to work first and second shifts. Duties include: Cleaning hospital patient rooms, baths, offices and halls; washing patient beds and mattresses, replenishing linens. Desirable skills: be dependable, honest and neat and possess good physical stamina. High school diploma or equivalent required. Send cover letter and resume to:

Mr. Lee Gordon  
Transition Administrator  
Commission for Children with Special Health Care Needs  
982 Eastern Parkway  
Louisville, KY 40217  
<http://chs.ky.gov/commissionkids/>

## **CHILD CARE**

Family First Learning Center has an immediate opening for a **Child Care Worker**, \$5.50 per hour minimum. Applicant must be a high school graduate and have dependable transportation. Six positions are available. Work schedule varies according to need between 2:00 pm and 9:30 pm Monday through Thursday and 2:00 pm to 5:30 pm on Friday. Duties: Responsible for safety and supervision of children and providing developmentally appropriate activities. Required Skills: Dependability and patience, encouragement and support of the children and maintaining discipline. Experience preferred, but not required. Send resume to:

Sandy Juett, Hiring Manager  
Family First Learning Center  
922 State Street  
Bowling Green, KY 42101

**Below are a few websites that may assist you in preparing for your interview.**

National Association for the Education of Young Children: <http://www.naeyc.org/>

Child Care Bureau: <http://acf.hhs.gov/programs/ccb/>

Kentucky Child Care Regulations: <http://chs.state.ky.us/oig/childcare/kar.htm>