



Town of Suffield Youth Services Coordinator

Position: Youth Services Coordinator

Posted: April 28, 2017

Application period ends: May 31, 2017

The Town of Suffield introduces a great opportunity for a part time Youth Services Coordinator. Our ideal candidate will be highly motivated, dynamic; customer service orientated, and possesses the ability to work independently.

General Statement of Duties

Responsible for the administration, development, and implementation of programs and services for youth and families. Conduct programs that promote positive mental and social development. Offer case management services to “at-risk” children, youth, and their families, which may include an assessment of needs, direct services, advocacy, and linkage(s) to community resources. Works closely with the town’s Social Services Commission, school personnel, police department, other town departments, various state, regional, and local agencies and community organizations to best serve the target population. Responsible for writing grant proposals as they relate to this position, as needed.

Examples of Duties

- In coordination with the First Selectman and Social Services Commission, continuously evaluate the needs of the target population in this municipality. Subsequently, design, implement, facilitate, and/or coordinate youth service programs and initiatives with targeted population(s) and/or their family to meet those needs
- Foster and maintain effective relationships with target youth and their families who may be considered “at-risk”, “in crisis”, or otherwise in need. Provide basic professional assessment of these individuals, and make referrals and linkages to appropriate agencies, professionals, or officials as needed. Foster close working relationship with School Resource Officer to coordinate programming for the target population
- Compile or develop promotional and educational materials related to youth services, distribute within the community, and provide education and information as needed. Coordinate educational opportunities and/or trainings on prevalent issues (effective parenting, substance abuse/prevention, appropriate discipline, domestic violence, mental health, gaming addictions, divorce, etc.), as needed
- Make timely and effective referrals for services within the community

- Participate in the Juvenile Review Board. Coordinate with Suffield Police Department to connect with the family of the JRB referred youth, assist with intake and relevant background information to facilitate the JRB process. Maintain contact with Juvenile Review Board referred youth for the purpose of follow-up and monitoring, as well as maintaining options for community service needs
- Maintain adequate and effective communication at all times. Must seek to develop, and maintain professional relationships with youth, families, resources, town/school personnel, etc.
- In consultation with Senior Center Director and Social Services Commission, complete and submit grant application(s) related to youth services programming. Maintain adequate and complete daily, monthly, and yearly statistical data for purposes of monthly reporting and outcome statistics as required.
- In consultation with the First Selectman and Social Services Commission, provide input to plan and responsibly implement an annual youth services budget.
- Such other duties as assigned by the First Selectman.

Supervision

Position reports to the First Selectman

Minimum Qualifications

Bachelor's degree required, Master's degree preferred in social work, education, counseling, or related field. Must have five (5) years of professional experience minimum, working with youth and families, experience in a community/municipal setting preferred. Valid Driver's License, ability to obtain a Public Services License. Comparable education and experience combinations may be considered.

Salary and work hours

\$28.00/hour, part time 19 hours per week, non-benefits eligible

Must be able to work flexible hours as needed to include; after school programing, evenings and weekends.

How to Apply

This position is available immediately. Qualified applicants please submit application and resume by closing date of posting. Applications can be found on the town web page at www.suffieldct.gov under town departments/Human Resources. Mail or e-mail completed application and resume to: The Town of Suffield, Attention Karin Ziemba, Human Resources Director, 230C Mountain Road, Suffield, CT 06078, e-mail: kziemba@suffieldct.gov

*The Town of Suffield is an equal opportunity employer m/f/d/v.
The above posting is intended as a guide and is not a complete description of the position or process.*