

Middletown, CT Job Description

Classification Title	Youth Development Specialist
Job Code	
Department	Youth Services
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this professional position is to provide clinical coordination, services and case management for Youth Services Bureau. support the community capacity building efforts of the Youth Services Bureau (YSB) for Middletown families, neighborhoods, and service providers. The work is performed under the direction of the Youth Services Coordinator.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Coordinates youth and community development activities for the YSB. Convene youth and adults in training programs, coordinates positive youth development programs in neighborhoods and schools. Serves as coordinator of Middletown Juvenile Review Board. Provides youth and family assessments. Develops case briefs. Communicates with school, state and community providers to facilitate meetings.
- Provides support, training, and advocacy to/on behalf of Middletown families, neighborhoods, and social service providers. Develops, coordinates, facilitates and evaluates clinical programs of the department. Conducts individual, family or group counseling sessions as needed.
- Supports the community coordinating function of the YSB. Serves as liaison to service provider community. Attends community meetings as needed.
- Provides counseling, case management and crisis intervention services for juveniles and their families including juveniles who has been abuse; advocates for clients; provides referrals to appropriate service agencies; provides information regarding options. Conducts public education workshops to parents and community around a variety of mental/behavioral health topics.
- Recruits and prepares students for various events/meetings in the community.

Middletown, CT Job Description

Classification Title	Youth Development Specialist
Job Code	
Department	Youth Services
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

- ~~• Provides referrals to other social service agencies and programs. Works closely with and coordinates efforts with schools, police, Courts, and public/private agencies.~~
- ~~• Prepares case and statistical reports required.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

Master's degree in Social Work, Counseling, Youth/Community Development or a related field with five years of related [counseling/case management] experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Appropriate education substitutions can be made.

Other

- Position requires possession of a valid Connecticut driver's license.

PREFERRED QUALIFICATIONS

[None](#)

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. ~~Requires discretion~~Ability to in determining determine and referencing such to established criteria to define consequences and develop alternatives.
- ~~Requires the a~~Ability to provide first-level professional counseling to clients and/or patients.
- ~~Requires the a~~Ability to utilize a wide variety of references, descriptive, advisory and/or design data and information such as diagnostic manuals, case reports, medical records, psychological reports, statutes, procedures and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the YSB Coordinator and all department personnel, other City Department, Court system, clients, parents,~~

Middletown, CT Job Description

Classification Title	Youth Development Specialist
Job Code	
Department	Youth Services
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

~~schools, private clinicians, local, state, and federal agencies and the public.~~ Must possess assessment skills

- Knowledge of intervention strategies
- Ability to serve as broker on behalf of clients, community members and school staff
- Knowledge of Middletown programs and services
- Knowledge of youth issues and trends
- Knowledge of behavioral health theories and subject matter
- Must possess public speaking and presentation skills
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals, may require the ability to perform mathematical operations with fractions~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Balance competing requirements and needs of client organizations
- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures

Middletown, CT Job Description

Classification Title	Youth Development Specialist
Job Code	
Department	Youth Services
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery, and tools such as a computer and other office machines, and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary

Middletown, CT Job Description

Classification Title	Youth Development Specialist
Job Code	
Department	Youth Services
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~• Ability to work under safe and comfortable conditions where exposure to environment factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling and lifting.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/17/15
Dates revised	