

3. Provide records and services in compliance with agency policies, regulatory and funding source requirements.
4. Maintain daily, clear and thorough communication with the Program Manager on all areas of responsibility listed in this job description.

D. Responsible for self-development

1. Continually learn and enhance technical and interpersonal skills
2. Attend staff meetings and assigned training and complete required certifications, i.e. CPR, First Aid, etc.

Responsible for training and development of new staff

1. Serve as a part of the program development team by providing information and support for the development of quality operations.
2. Maintain an above average working knowledge of fire, safety and health standards to assure a safe work environment for clients and staff.

EDUCATION AND EXPERIENCE:

A high school diploma is required. This position requires demonstrated ability in record keeping, good written and verbal communication skills, knowledge of problems unique to youth adults, minorities, persons with disabilities and substance abusers in the general youth population. This position requires CPR and First Aid training with ninety (90) days of employment date and re-certification as necessary and T.B. testing annually. A Valid California driver license and ability to meet organizations insurance carrier guidelines is required. Must undergo a criminal background check. Specific knowledge with and experience with Twelve Step philosophy, addiction and recovery and dysfunctional family dynamics is preferred as is experience with individuals and families experiencing homelessness.

SPECIFIC SKILLS REQUIRED:

Basic computer skills

Teamwork skills

Oral and written communication skills

Ability to assist other people

Ability to communicate appropriate personal and professional boundaries with clients and staff

Organizational skills

Analytical and decision making ability

PHYSICAL REQUIREMENTS:

Lift and move up to 25 pounds

Stand, walk and sit frequently

Climb stairs where programs have more than one level

Bend, stoop and kneel frequently

NATURE OF SUPERVISION RECEIVED:

This position reports directly to the Program Manager. This position requires daily contact with county/state/city and business entities, clients and all levels of support staff. The Youth Development Specialist is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships with all clients. Tact, discretion, and resourcefulness are required at all times.

SUPERVISION EXERCISED:

This position does not supervise, however, may be delegated training and lead responsibilities as the program needs may require.

RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position requires contact with federal, county, city, state personnel, business entities private agencies and clients. The Youth Development Specialist is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships with all clients. Tact, discretion and resourcefulness are required at all times.

FINANCIAL RESPONSIBILITY:

Substantial financial loss through loss of business contracts is possible.

NUMBER OF EMPLOYEES:

No employees report to this position.

This Youth Development Specialist job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above.

Employee Signature _____ Date Signed: _____