

## **POSITION DESCRIPTION**

Position: Youth Development Specialist  
Reports to: Family Services Supervisor  
Program: Mather Community Campus Family Site

Status: Non-exempt  
Date Revised: 9/2017

### **POSITION SUMMARY:**

This position is responsible for developing, implementing, and maintaining a youth or case plan to assist the children of the program's adult clients with accessing continuing education, employment, and addressing any bio, psycho, social issues that may lead to homelessness, criminal behavior, or otherwise non-productive lifestyles. The position is also responsible for providing life skills training. Objectives include supportive interactions with participant families and team members' assessment of participant family needs, performance of all work duties as required and provide direct care and service to the children of adult clients residing in the MCC Family Program.

### **OBJECTIVES/ACTIVITIES:**

#### **DIRECT SERVICE**

1. Conduct needs assessments on all students upon entry and provides evaluation of medical, physical, emotional, psychological and legal needs.
2. Coordinate educational options age appropriate for discussion groups, artistic expression, "emotion based" reading circles, positive redirection through intervention, or any other special needs.
3. Develop and conduct for parents and youth living skills training and education, individually and in groups.
4. Provide individual and group counseling
5. Assist in facilitating on-site tutoring in Homework/Learning Lab with CSUS tutors, and support parent/teacher involvement in academic success.
6. Provide crisis intervention and management as needed.
7. Complete daily shift logs, incident reports or behavior alerts as needed.
8. Communicate with service providers and external county/state/city program representatives as required.
9. Provide children of adult clients with a safe, supportive environment free from any ethnic, social or gender related prejudices.
10. Facilitate childcare groups during client group classes eight times each week
11. Facilitate parenting skills group as needed and assist in individual sessions as needed.

#### **INDIRECT SERVICE**

12. Liaison between clients and community service agencies to meet client needs.
13. Work with Family Case Manager to assess and report progress of youth participants for achieving goals and identifying potential risks while in the care of the MCC Family Program.
14. Maintain a list of all available community services and providers.
15. Assure a safe, non-judgmental environment for the clients.
16. Maintain positive, professional relationships with clients and staff.
17. Participate in agency and outside training sessions.

#### **RECORDKEEPING AND COMMUNICATION**

18. Maintain files on each participant which will include psych-social information, short and long term plans to maintain and improve self-sufficiency.
19. Document progress and assistance in removing obstacles to set goals. Provide routine documentation of coordination and follow-up of all areas.

20. Provide records and services in compliance with agency policies, regulatory and funding source requirements.
21. Maintain daily, clear and thorough communication with the Family Services Supervisor on all areas of responsibility listed in this job description.

#### RESPONSIBLE FOR SELF-SEVELOPMENT

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

#### RESPONSIBLE FOR TRAINING AND DEVELOPMENT OF NEW STAFF

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

#### **EQUIVALENT EDUCATION AND EXPERIENCE:**

This position requires either a Bachelor's Degree in Social Work or related field or equivalent experience working with childhood development. Combination of education and experience will be considered. 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's license, proof of insurance, and a clean driving record is required. 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  
Bend, stoop and kneel frequently

#### **NATURE OF SUPERVISION RECEIVED:**

This position reports directly to the Family Services Supervisor. 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.

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Employee Signature \_\_\_\_\_ Date Signed: \_\_\_\_\_