Position Description

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Information

<table>
<thead>
<tr>
<th>Position Title: Youth Development Specialist</th>
<th>Location: Main Office/Program Site</th>
<th>Date: August 2022</th>
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<td>Reporting Relationship(s): Position reports to the Program Manager</td>
<td>FLSA Classification: Exempt</td>
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General Summary

This individual will be responsible for the training, planning, implementation, evaluation, and delivery of youth development services at their respective school sites, in collaboration with the school staff. He/she will ensure consistent delivery and implementation of program objectives including family engagement, positive social, emotional, behavioral and academic support to children, parents and school staff using a strength-based approach.

Duties and Responsibilities

- Maintain an active caseload throughout the school year (number of students determined by grant or proposal)
- Collaborate with and support other site-based Prevention Specialists to ensure cohesive program implementation
- Ensure that program objectives and activities are implemented with students, families, and North Syracuse Central School District staff
- Collect relevant program data and compile required program reports
- Document student/family/school progress through notes, data collection and analysis
- Facilitate and deliver Positive Action, an evidence-based SEL program
- Maintain regular family/parent contacts, i.e. phone, email, text, in-person
- Provide daily check-ins with all students
- Develop strength-based behavioral interventions and child-specific coping strategies for students, families, and schools to facilitate successful academic, social/emotional, and family functioning
- Provide push-in consultation services to classroom teachers to support the development and implementation of Individual Service Plans
- Provide monthly updates and service planning guides to principals, counselors and teachers
- Plan and Facilitate family engagement/programming
- Plan and Facilitate Summer, Winter Break, and Spring Break Camps
- Attend Agency, department, school staff and team (grade-level) meetings, as required
- Occasional evenings and/or weekends may be required
- Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor

Education Requirements
Bachelor’s Degree in Social Work, other related human service field or education required.

**Previous Experience Requirement**

Minimum of 5 years of experience providing social, emotional, behavioral, or mental health programming/services to children and families in a school-based setting; and supervisory experience desirable.

**Knowledge and Skills Needed to Perform Effectively in this Position**

- Strong communication skills (verbal and written).
- Demonstrated capacity to build positive relationships with students and families.
- Demonstrated capacity in program development and evaluation.

**Additional Requirements**

- Incumbents in this position will be expected to work between 35 and 40 hours per week, as job requirements dictate
- Must submit to and pass background checks by the Office of Mental Health, the NYS Justice Center and the NYS Department of Education
- Valid Driver License
- Access to a reliable vehicle with 100,000/300,000 auto insurance liability limits to meet requirements of job description including but not limited to:
  - Daily travel between agency’s main office and program sites as required to accommodate schedules of designated schools
  - Transport of students
  - Obtainment and transport of supplies and equipment
- This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

**Physical Dimensions** (Job-related physical abilities an individual needs to possess in order to perform the job in a satisfactory manner)

- This position involves walking and driving and possibly lifting up to 20 pounds.
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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Contact Community Services, Inc. is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected veteran status.

I acknowledge I have read and understand this job description. I agree to assume the defined responsibilities and perform these duties.

| Employee Signature: _______________________________ | Date: ________________ |
| Supervisor Signature: ______________________________ | Date: ________________ |