



TOWN OF BLOOMFIELD

Council-Manager Government Since 1941

Open Position

FAMILY & YOUTH ENGAGEMENT SPECIALIST

\$29.78 hourly

(Flexible schedule including some weekday evening hours and occasional weekend hours on Friday evenings or Saturdays)

Current full time- 35 hours, benefited position in the Social & Youth Services Department. The purpose of this position is to coordinate, develop, implement, supervise and evaluate support services for children living in Bloomfield; including DCF involved youth who reside with foster families or relative guardians. Participate in team focused and strength based delivery of programs and services that support positive youth involvement in the community, promote personal character and life skills development, and provide opportunities to enhance social skills and interpersonal relationships.

Minimum Qualifications

Bachelor's Degree in Social Work or related discipline and minimum of 2 years of case management and group facilitation experience working with children and families in a community based setting. Valid CT Driver's License. Basic First Aid and CPR certification.

Effective leadership, time management and organizational skills. Strong case management, crisis intervention and advocacy skills. Experience in collaboration and advocacy with other youth and family serving agencies and providers. Experience with DCF involved children and families preferred.

Strong verbal and written communication skills. Effective in working with diverse populations. Knowledge and experience with Microsoft Office; including Word, Excel, Outlook and Publisher, ability to use Zoom and Google Classroom.

Selection Process

All appointments and promotions shall be made according to merit and fitness for performing the functions of the position, including factors such as education, experience, aptitude, knowledge, character, ethics, or other qualifications that would determine the best candidate for the position. Examinations may include written, oral, physical, or performance tests or any combination of the various types of examinations. Town of Bloomfield conducts pre-employment physical, drug testing, DCF background, state and federal criminal history and background investigation, including fingerprints.

Applications

Applications may be obtained on our website at www.bloomfieldct.org and must be submitted to Human Resources along with a resume. Applications are accepted by mail, email – sdaley@bloomfieldct.org or at the HR Dept. Applications accepted until position is filled.

Town of Bloomfield is an affirmative action/equal employment opportunity employer. Minorities, women & persons with disabilities are encouraged to apply. Persons with a disability and who may need this information in an alternative format must contact the HR Department at 860-769-3544 or at rmatias@bloomfieldct.org

Posted: 6/1/22

TOWN OF BLOOMFIELD
FAMILY AND YOUTH ENGAGEMENT SPECIALIST

Department: Social & Youth Services

Grade: ZU48
Grant Funded Position

Position Purpose:

Coordinate, develop, implement, supervise and evaluate support services for children living in Bloomfield; including DCF involved youth who reside with foster families or relative guardians. Participate in team focused and strength based delivery of programs and services that support positive youth involvement in the community, promote personal character and life skills development, and provide opportunities to enhance social skills and interpersonal relationships.

Supervision:

Supervision Scope: None

Supervision Received: Works under the general direction of the Youth Services Coordinator following professional standards, procedures and policies.

Supervision Given: None

Job Environment:

Administrative work is performed in a moderately quiet office with regular interruptions during the day from the public via telephone or in person; occasionally required to perform visits to clients' homes or visit program sites and schools under possible adverse weather conditions, including extreme hot and cold; occasionally driving to various locations to observe or conduct programs.

Requires the operation of a motor vehicle, cellular and other telephones, personal computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent and periodic contact with youth, families, service providers, Town staff, schools, civic groups, businesses, vendors, regional and state agencies. Agencies and service providers include: Court System, DCF, Board of Education, Police Department, counseling agencies, etc. Communication is frequently in person, by telephone, fax, email, letters, and virtual communications such as Zoom or Google Classroom. Contacts require a high level of professionalism and confidentiality.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Designs, develops, coordinates, implements, supervises and evaluates group programs and activities for Bloomfield children, youth, families and the Bloomfield Foster Care Support Network program.
- Provides individual and family support services including monthly outreach contacts, case coordination and case management, advocacy, referrals, crisis intervention, individual and group work interventions that enable children to successfully integrate into families, schools and community.
- Advertises and markets programs by creating flyers and brochures to distribute through the email distribution, the town's website, social and print media resources.
- Recruits youth and families for participation in various activities and programs.
- Assists with monitoring programming and grant requirements
- Coordinates, develop and implement a minimum of six Foster Care family events per year.
- Completes timely records and mandates documentation such as case files, client data base, participant surveys and evaluations, program reports and fiscal documentation for department, town and grant funders.
- Manages Foster Care program operational budget for activities.
- Completes group and activity planners including arrangements for facility use, transportation, staffing, equipment and supplies necessary to support group programs and activities.
- Collaborates with local, regional and state providers including departments/agencies/civic groups/schools/ businesses/individuals that serve and support Bloomfield children and families.
- Maintains positive and supportive relationships with Bloomfield, children, youth and families.
- Designs coordinate and distribute monthly newsletter with other program staff.
- Co-leads a youth leadership committee that directly assists with program planning and development.
- Participates in program and department staff meetings and professional development trainings.
- Creates meeting agendas for weekly foster care program meetings and assign tasks to program staff.
- Participates in community outreach, education, and advocacy.
- Supervises program participants during scheduled activities.
- Transports participants to and from activities utilizing town vehicles.
- Assists with policy and procedure development for the program.

- Attends community meetings, trainings and conference as assigned by supervisor
- Assists with other program and department related duties as assigned by the Youth Services Coordinator and/or Director of Social and Youth Services.

Minimum Required Qualifications:

Education, Training and Experience:

Bachelor's Degree in Social Work or related discipline and minimum of 2 years of case management and group facilitation experience working with children and families in a community based setting.

Effective leadership, time management and organizational skills. Strong case management, crisis intervention and advocacy skills. Experience in collaboration and advocacy with other youth and family serving agencies and providers. Experience with DCF involved children and families preferred.

Special Requirements:

Must have and maintain: Valid CT Drivers License. Basic First Aid and CPR certification.

Other Qualifications:

Strong verbal and written communication skills. Effective in working with diverse populations. Knowledge and experience with Microsoft Office; including Word, Excel, Outlook and Publisher, ability to use Zoom and Google Classroom.

Job Environment:

Knowledge, Ability and Skill:

Knowledge: Knowledge of case management, crisis intervention and de-escalation techniques; intake and assessment and treatment planning; thorough knowledge of child and adolescent development; thorough knowledge of life stressors impacting children, adolescents and families; thorough knowledge of mandated reporting requirements; thorough knowledge of community, state and federal programs; thorough knowledge of computer systems.

Ability: Ability to work with distressed youth and families; ability to recognize and identify problems/crisis and utilize appropriate interventions; ability to prioritize problems and clients to determine which needs should be addressed first; ability to maintain working relationships with all clients, agencies, co-workers,,etc.; ability to multitask; ability to maintain confidential

records; ability to prepare reports in oral and written form; ability to use Microsoft Office applications; including Word, Excel, Outlook and Publisher; ability to use Zoom and Google Classroom.

Skill: Excellent verbal and written communication skills; aptitude for working with families and youth and maintaining effective working relationships with various groups; problem solving skills; aptitude for managing and completing case notes and reports in a timely manner; skill in using the above mentioned equipment.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-	X			
Other-				
Other-				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms			X	
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Driving		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
- ☒ Distance vision (i.e. clear vision at 20 feet or more)
- ☒ Color vision (i.e. ability to identify and distinguish colors)
- ☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- ☒ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- ☐ No special vision requirements

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies

Analytical - Collects and researches data; Uses intuition and experience to complement data.

Design - Generates creative solutions; Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Strives to continuously build knowledge and skills.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.

Teamwork - Contributes to building a positive team spirit; Puts success of team above own interests.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Cost Consciousness - Works within approved budget; Conserves organizational resources.

Diversity - Shows respect and does not discriminate based on race, ethnicity, color, religion, sex, sexual orientation, gender identity or expression, age, disability or any other characteristic protected by law; Promotes a harassment-free environment.

Ethics - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Strategic Thinking - Understands organization's strengths & weaknesses

Judgment - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation ~ Demonstrates persistence and overcomes obstacles.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Completes work in timely manner; Works quickly.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Looks for and takes advantage of opportunities; Asks for and offers help when needed.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)