



TOWN OF BLOOMFIELD

Council-Manager Government Since 1941

Juvenile Justice Support Services Worker

**Part-Time Non-benefited
\$16.20 hourly**

Part-time non-benefited vacancy in the Department of Social & Youth Services. Average 15-18 hours per week, 52 weeks per year. Weekdays, late afternoon and evening hours and some weekend hours as well. Coordinate, develop, implement, and evaluate restorative juvenile justice intervention services for Bloomfield youth. Position includes working with the Juvenile Review Board, youth referred by local courts, and youth meeting Family with Service Needs criteria. Serve as liaison with the Bloomfield Police Department to partner on prevention programs and services that promote positive relationships between youth and police in the community.

Minimum Qualifications

Must have an Associates' degree in social work, criminal justice, human services or related field and one (1) year working with youth ages 8 to 17 years old and their families in community setting; HS Diploma/GED and four (4) years working with youth ages 8 to 17 years old and their families in community setting. Bachelor's degree is desirable.

Effective leadership, case management, time management and organizational skills. Strong verbal and written communication skills. Experience and effectiveness in working with youth and families with diverse backgrounds. Basic understanding of child and adolescent development and life stressors impacting youth and families. Knowledge of Microsoft Office.

Must have and maintain a valid CT Driver's License, Basic First Aid and CPR certification.

Selection Process

All appointments 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. Offers of employment are contingent upon satisfactory results on a background check, verification of information on the employment application, pre-employment physical, drug testing, DCF background, state and federal criminal history and background investigation, including fingerprints.

Applications

Applications may be obtained from the Department of Human Resources, 800 Bloomfield Ave., Bloomfield, CT 06002, or on our website at www.bloomfieldct.org under Departments/Human Resources and **must be submitted by mail or in person to Human resources along with a resume and cover letter** no later than **4:00 p.m. on Friday, November 9, 2018**. *Based on a new Town policy (#145.07), employees may no longer have more than one position for the Town. Current employees who wish to apply for this position and are offered the position, must resign from their current position. For more information and a copy of the policy, contact the Human Resource Dept.*

Town of Bloomfield is an affirmative action/equal employment opportunity employer. Minorities, women & persons with disabilities are encouraged to apply. Persons with a disability who may need this information in an alternative format or who may need accommodations during the testing procedure should contact Cindy Coville, ADA Coordinator at 860-769-3538 or at ccoville@bloomfieldct.org.

TOWN OF BLOOMFIELD
JUVENILE JUSTICE SUPPORT SERVICES WORKER

Department: Social and Youth

Non-Exempt

Position Purpose: Coordinate, develop, implement, and evaluate restorative juvenile justice intervention services for Bloomfield youth. Position includes working with the Juvenile Review Board, youths referred by local courts, and youth meeting Family with Service Needs criteria. Serve as liaison with the Bloomfield Police Department to partner on prevention programs and services that promote positive relationships between youth and police in the community.

Supervision:

Supervision Scope: None

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

Supervision Given: None

Job Environment:

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the staff and public via telephone or in person; may perform visits to clients and occasionally visits program sites or attends community meetings under possible adverse weather conditions; 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, Police department, Town staff, schools, civic groups, businesses, state agencies and vendors. Communication is frequently in person, by telephone, fax, email, and in writing. Contacts require a high level of professionalism and confidentiality; which if disclosed might adversely affect the organization.

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.)

- Coordinate all cases to be addressed by the JRB or youth referred by juvenile courts including but not limited to; processing referrals, family interviews, obtaining relevant school documentation, completion of JRB documentation, schedule hearings, written and verbal communications with board members, facilitate hearings and follow-up contacts with youth and families for 3 months.
- Monitor progress of individual participants in meeting goals established by the JRB including but not limited to; support and skill building interventions with individual or groups of youth involved with the JRB, family meetings to address on-going needs of youth, referrals to appropriate service providers, and crisis intervention as needed.
- Coordinate and supervise community service placements for participants.
- Complete and maintain program and fiscal documentation for department, town and state funders.
- Coordinate, implement, document and evaluate the Police and Youth Community Crusaders Program partnering youth and police in 8-10 activities per year that focus on teambuilding, volunteer projects and healthy relationships.
- Partner with the police department and other community youth serving groups in offering positive youth development activities and services that support positive relationships between youth and police. (Example – Police Explorers, JROTC)
- Transport participants to and from activities or schedule transportation for activities.
- Attend and participate in program staff meetings.
- Order and inventory supplies needed for activities.
- Assist with public awareness and community education presentations.
- Assist with policy and procedure development for programs and services.
- Other program and department related duties as requested by the Youth Services Coordinator and/or Director of Social and Youth Services to assure the delivery of quality services.

Minimum Required Qualifications:

Education, Training and Experience:

Must have an Associates' degree in social work, criminal justice, human services or related field and one (1) year working with youth ages 8 to 17 years old and their families in community setting; HS Diploma/GED and four (4) years working with youth ages 8 to 17 years old and their families in community setting. Bachelor's degree is desirable.

Effective leadership, case management, time management and organizational skills. Strong verbal and written communication skills. Experience and effectiveness in working with youth and families with diverse backgrounds. Basic understanding of child and adolescent development, and life stressors impacting youth and families. Knowledge of Microsoft Office.

Special Requirements:

Must have and maintain a valid Driver's License, Basic First Aid and CPR certification.

Knowledge, Ability and Skill:

Knowledge: Knowledge of modern municipal youth services programs; basic understanding of child and adolescent development, and life stressors impacting children, adolescents and families; knowledge of appropriate computer systems.

Ability: Ability to deal 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 issues need to be addressed first; ability to maintain working relationships with all clients, agencies, co-workers; ability to multitask; ability to maintain confidential records; ability to prepare reports in oral and written form; ability to use computer systems and data bases;

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 working with paperwork and details; 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-				
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			
Other-hand movements to process materials			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:

Technical Skills -Able to use Microsoft Office, email, facsimile and copier.

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 - Focuses on solving conflict, not blaming; 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.

Written Communication - Able to read and interpret written information. Able to communicate clearly in written and typed format.

Teamwork - Gives and welcomes feedback; Contributes to building a positive team spirit.

Cost Consciousness - Conserves organizational resources.

Diversity - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics - Treats people with respect; 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.

Planning/Organizing - Uses time efficiently.

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.

Quality - Demonstrates accuracy and thoroughness; 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; Changes approach or method to best fit the situation.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction.

Initiative - 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.)