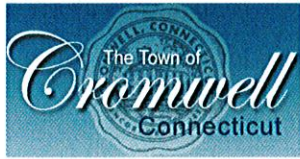


Town of Cromwell, Connecticut Job Description

Job Title:	Youth Services Administrator	Position No.: TBD	Date: 09/2021
Supervisor's Title:	Director of Human Services	Department:	Senior Center & Human Services
Total Direct Reports (If Applicable):	Number: ____ Supervisors <u> 1 </u> Non-Supervisors	AFLSA Status:	____ Exempt X Non-Exempt
	Town Manager Approval:		
Titles: Youth Services Assistant (P/T)			

Summary Statement	Responsible for identifying and developing preventative and positive youth development programs
Essential Functions	<ol style="list-style-type: none"> 1. Provides direct services to youth and their families. Provides short term counseling to youths and families as needed. 2. Prepares annual Youth Services Bureau Grant and budget and controls the expenditure of fund allocations within the constraints of approved budget. Seeks additional grant funding and applies and administers grants received. Conducts needs assessments and plans and develops new programs as appropriate. 3. Interviews referrals from schools, police departments, courts and outside agencies; assesses needs of person. Determines appropriate programs for referral. 4. Plans, develops, organizes programs and activities with youth, families, and community to support positive youth development. 5. Represents Town on advisory boards and commissions; serves as a liaison between the department and outside youth service agencies and organizations. 6. Serve as the JRB coordinator; conduct JRB family intake, facilitate the review board, perform diversion follow-up/case monitoring, coordinate with schools/police/agencies/board members/families to support youth involved in minor offenses/truancy/defiance of school rules/families with service needs; participate in community organizations meetings, and complete assessments/data entry/documentation/reporting and serves as the JRB Case Manager or assigns an alternative JRB case manager. Performs other related duties as assigned.
Expected Outcomes	Town Youth Service programs serve residents in a productive and responsible way.



Town of Cromwell, Connecticut Job Description

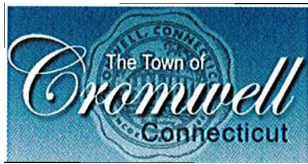
	<p>Ensures the Town youth and their family get the help that they need from both state and federal programs.</p> <p>Ensures that other town institutions (schools) are supported with available program support.</p>
Critical Work Relationships	<ul style="list-style-type: none"> ● Town, State and Federal agency officials (who offer program support) ● Law enforcement officials ● School Administration ● Community Agencies and Partners ● Clients (youths) and their families
KSAs (<i>Knowledge, Skills, and Abilities</i>)	<p>Knowledge:</p> <ol style="list-style-type: none"> 1. Principles and practices of human services administration utilized in the community, family and youth services work. 2. Understands government and private resources available to youth and families. 3. State criminal justice system as it pertains to youthful offenders. <p>Skills:</p> <ol style="list-style-type: none"> 1. Maintain confidentiality (including oral conversations and written records). 2. Develop, implement, evaluate, lead and participate in youth service programs. 3. Deal effectively with Town staff and officials, clients and the public. <p>Abilities:</p> <ol style="list-style-type: none"> 1. Interpersonal Skills 2. Coaching and Mentoring 3. Adaptability and Flexibility 4. Assessment & Judgement 5. Ability to prepare accurate oral and written materials 6. Ability to maintain effective working relationships with diverse groups and individuals.
MINIMUM Qualifications	<p>Education, Training and Experience:</p> <ul style="list-style-type: none"> ● Bachelor's Degree (B.S.) in Social Work or related discipline from an accredited college or university ● One (1) year of experience in youth services work ● Alternatively, an equivalent combination of education, training and experience. <p>Age, Citizenship, Licensure and Background Screening :</p> <ul style="list-style-type: none"> ● Must possess or obtain a valid motor vehicle driver's license.



Town of Cromwell, Connecticut Job Description

PREFERRED Qualifications	<ul style="list-style-type: none">• Master's Degree in Social Work and 1+ years of experience working with youth or providing direct services to youth and families. Demonstrate experience in community outreach, planning and organizing programs.
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*Required Physical Effort and Required Equipment Operation to be included in separate document(s).
Performs other related duties as required.*



Town of Cromwell, Connecticut Job Description

FULL-TIME EMPLOYMENT OPPORTUNITY
35 HOURS PER WEEK
SALARY \$ \$33.58 - \$47.45 HOURLY RATE
POSITION OPEN UNTIL FILLED
SEND APPLICATIONS AND RESUMES TO:
TOWN OF CROMWELL
41 WEST STREET
CROMWELL, CT 06416
ATTENTION: HUMAN RESOURCES
SHERRY MCGUIRE-
SMCGUIRE@CROMWELLCT.COM
BONNIE PRICE-
BPRICE@CROMWELLCT.COM