

JOB DESCRIPTION
Youth First Coordinator

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| 1. Little Dixie C.A.A. | 2. Program: Youth First |
| 3. Reports To: Victim & Youth Programs Director | 4. Title: Youth First Coordinator |
| 5. Grade: Six | 6. Date: July 1, 2017 |
| 7. Approved By: Rebecca Reynolds <i>RR</i> | 8. Status: Non-Exempt |

JOB SUMMARY:

The newly hired employee will serve as the Youth First Coordinator working with targeted youth and their families in the prevention of Juvenile Delinquency. The Coordinator will monitor and support these youth and their families and plan and implement family oriented group activities.

DUTIES AND RESPONSIBILITIES:

1. Youth and Family Recruitment and Training –
 - a. Identify, recruit, and enroll qualifying youth and their families
 - b. Screen and interview prospective enrollees
 - c. Schedule, coordinate, and implement all training classes utilizing the “Strengthening Families Program” curriculum
2. Case Management –
 - a. Assist youth in developing and monitoring individual goal plans
 - b. Assist and support youth and families in identifying needs and coordinating resources
 - c. Work to develop youth and family competencies related to social skills, substance abuse prevention/education, delinquency warning signs and prevention strategies
 - d. Meet monthly with youth and families to evaluate progress
 - e. Ensure that all enrollees are offered the “Strengthening Families Program” and monitor completion
 - f. Evaluate and update written case files of youth and families progress through data collection, monthly contacts, group activities, and verbal reports from enrollees
3. Program Activities–
 - a. Attend trainings available to the program as directed by Director
 - b. Provide public education about the program
 - c. Plan, develop, and implement group activities, achievement events, and trainings for project youth and their families.
 - d. Assist with grant and agency reporting requirements
 - e. Perform other such duties as may be assigned

SUPERVISORY RELATIONSHIP:

The Youth First Program Coordinator reports to the Victim and Youth Programs Director and performs no staff supervision.

EDUCATIONAL QUALIFICATIONS:

1. Education – High School Diploma or GED
2. Two years’ experience working with youth preferred
3. Ability to communicate with and monitor “at-risk” youth and families
4. Knowledge and understanding of issues and dynamics within families in crisis
5. Must have valid driver’s license, valid automobile insurance, and reliable vehicle

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Ability to communicate effectively (verbal and written); ability to maintain emotional control under stress
2. Constantly must be able to sit/stand in a stationary position 50% of the time.
3. Constantly must be able to move about inside the office to access file cabinets, office machinery, etc.
4. Occasionally must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
5. Frequently must communicate with staff and others who have inquiries about CASA. Must be able to provide and discuss accurate information in these situations.
6. Occasionally must move/carry equipment weighing up to 25 pounds as needed.
7. Frequently must visually detect highway signs and interact with traffic while operating a vehicle.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is **non-exempt** from the provisions of the Fair Labor Standards Act as amended in 1974.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Name (Printed)