

New Milford Youth Agency –

P/T Youth and Family Advocate position available immediately. Minimum of a Bachelor's Degree in Social Work or other related field and at least two years' experience working with youth and families required.

Position offers crisis assessment and referral services, support groups, youth prevention activities, parent programs and community events coordination. Flexible hours required. **(See below for Full Job Description) Closing date: November 26, 2018 at 5:00pm.**

Please reply with resume or for more information: Stacey@youthagency.org
Youth Agency, 2 Pickett District Road, New Milford CT 06776

TOWN OF NEW MILFORD JOB DESCRIPTION

Youth Agency Educational Counselor II Non-Union Part-Time

General Statement of Duties:

Assesses the needs of the Community's youth and their families and develops and implements appropriate educational programs. Conducts outreach programs and activities as needed.

Supervision Received:

Reports to the Agency's Intervention Program Manager and the Executive Director for all Administrative and operational tasks. Receives clinical supervision from the Youth Agency Clinical Supervisor.

General Duties:

- Develops, implements and runs parent and youth support and educational programs.
- Assesses client needs and makes appropriate referrals to mental health and other social agencies and acts as a liaison with those agencies.
- Develops and maintains referral source books, Family Yellow Pages and Teen Yellow Pages.
- Provides referral sources for families, schools, churches, police, courts and other community organizations.
- Presents drug and alcohol education programs for youth and adults at a variety of sites as requested. Represents the Agency on the Local Substance Abuse Prevention Council.
- Provides logistical support and attends events as a staff person for such events as: Health Fairs, Provider Fairs, and Child Safety. Networks at these events to improve agency referral sources.
- Maintains confidential client records in accordance with State and Agency regulations.

Knowledge, Skills and Ability:

- Experience in creating and implementing youth programming with positive results.
- Ability to work independently, demonstrative initiative and develop and maintain community resources
- Persuasive oral skills and strong written skills. Must be able to perform public speaking skills in a professional and educational manner.
- Strong clinical knowledge of social service principles relevant to working with youth and their families within a community or educational framework.
- Willingness and ability to work flexible hours including mandated evenings.
- Ability to work under demanding deadlines and changing priorities and conditions.
- Ability to stand or sit and work continuously for extended periods of time while performing job functions.

- Must be willing to attend courses, seminars, or trainings as needed.
- Must adhere to designated schedule as directed by the Executive Director of the Youth Agency or his/her designee.
- Must comply with State Department of Education quarterly statistical report in timely and accurate fashion covering data on all clients.

Education, Training and Experience:

Bachelor’s degree in Social Work or a related field required. A minimum of two years experience in the human services field providing outreach services, educational workshops and support services. A demonstrated ability to perform the duties of the position based on past work experience.

Must hold a valid Connecticut motor vehicle license.

Must be willing to submit to a background check including fingerprinting and state arrest record search.

(The above description lists only those job duties necessary for salary evaluation and does not include each and every job duty requirement.)

The Town of New Milford is an Equal Opportunity Employer.

Approved by: _____