

The New Milford Youth Agency is hiring for an Intervention Program and Juvenile Review Board Case Manager. This is a 40-hour, non-union, salaried, and full-time position with the Town of New Milford. Primary responsibilities include: oversight and management of the Youth Agency's Youth Diversion Team or Juvenile Review Board (JRB), the Agency's diversion program for youth involved with the juvenile justice system. Other responsibilities include community outreach and advocacy to assist with the design, implementation, and assessment of the Town of New Milford's intervention programming and services for involved youth and families.



Town of New Milford Personnel Department

**10 Main Street, New Milford, CT 06776
Telephone (860)-355-6089 – Fax (860)-355-6031**

JOB CLASSIFICATION DESCRIPTION

Job Title: Intervention Program and JRB Case Manager
Department: Youth Agency

Salary Group: Exempt
Non-Union
40hrs/wk

Job Summary: Responsible for management of intervention staff, volunteers, and programming including: Juvenile Review Board (JRB) Youth Diversion, Truancy, and other referrals to the Agency. Assists in the design, implementation, and assessment of new intervention programming and community outreach.

Supervision Received: Reports to the Executive Director

Supervision Exercised: Management of intervention staff and volunteers

Essential Job Functions:

- Case Manager and Supervisor of Juvenile Review Board or Youth Diversion Team
- Manages truancy and other referrals needing intervention from schools, police, and parents/guardians
- Supervises and supports JRB members, staff, and volunteers
- Works with Executive Director regarding Diversion and Youth Service Bureau Grant(s) compliance and reporting
- Represents the Youth Agency at local and regional meetings dealing with intervention issues and services to youth
- Ensures JRB and Diversion efforts are operating under best practices including Board Members, community partners, police, and schools
- Provides the Executive Director with weekly performance updates including case and client reviews for consultation and supervision
- Assist the Executive Director and Agency Board of Directors with matters related to staff recruitment and hiring

- Coordinates seasonal programming including High School and Middle School Health Fairs and outreach for other disconnected and underrepresented youth populations
- Oversees video production program or other youth employment and training opportunities
- Willing to acquire passenger endorsement to assist with transportation
- Perform other duties as assigned

Knowledge, Skills and Abilities:

- Must possess excellent leadership skills and act as a positive role model to youth
- Excellent oral and written communication skills
- Ability to organize and prioritize tasks for optimum time management
- Must be willing to work flexible hours including nights and weekends
- 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 able to work effectively and professionally with the public, Town Officials, and Board Members, and associates on an ongoing basis
- Must be willing to attend courses, seminars or trainings as required by the Executive Director
- Strong knowledge of youth advocacy programs and CT youth diversion
- Ability to work with the New Milford Police Department, schools, and other community organizations in a coordinated manner for Juvenile Review Board and Youth Diversion efforts

Education, Training and Experience:

- A Bachelor's degree in Social Sciences, Social Work, Counseling, Psychology, Criminology, or other related field
- A Master's degree is preferred. Must have three years' experience in providing direct services/case management and outreach to youth and their families. A demonstrated ability to perform the duties of the position.
- Must hold a valid Connecticut motor vehicle license
- Must be willing to submit to a background check
- Veteran's preferred

This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement. 3/2025

Working Conditions, Physical and Mental Requirements: Occasionally may be exposed to inclement weather in carrying out job duties. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an "X" in each box that is appropriate to your job.

| NEVER (N) | OCCASIONALLY (O) | | | | FREQUENTLY (F) | CONSTANTLY (C) | | | |
|----------------------------|-------------------------|----------|----------|----------|---|-----------------------|----------|----------|----------|
| 0 % of Shift | 1-33% of Shift | | | | 34-66% of Shift | 67-100% of Shift | | | |
| Frequency: | N | O | F | C | Frequency: | N | O | F | C |
| Physical Demands: | | | | | Depth Perception | | | | X |
| Standing | | | | X | Color Distinction | | | | X |
| Walking | | | | X | Peripheral Vision | | | | X |
| Sitting | | X | | | Driving | | X | | |
| Lifting | | X | | | Physical Strength: | | | | |
| Carrying | | X | | | Little Physical Effort (-10 lbs.) | | | X | |
| Pushing | | X | | | Light Work (-20 lbs.) | | X | | |
| Pulling | | X | | | Medium Work (20-50 lbs.) | | X | | |
| Climbing | | X | | | Heavy Work (50-100 lbs.) | | X | | |
| Balancing | | X | | | Very Heavy Work (100+ lbs.) | X | | | |
| Stooping | | X | | | Environmental Conditions: | | | | |
| Kneeling | | X | | | Cold (50 degrees F or less) | | X | | |
| Crouching | | X | | | Heat (90 degrees F or more) | | X | | |
| Crawling | | X | | | Temperature Changes | | | X | |
| Reaching | | | X | | Wetness | | X | | |
| Handling | | | X | | Humidity | | X | | |
| Grasping | | | X | | Extreme Noise or Vibration | | X | | |
| Twisting | | | X | | Exposure to Chemicals | | X | | |
| Feeling | | | X | | Exposure to Gases and Fumes | | X | | |
| Talking | | | X | | Exposure to Unpleasant Odors | | X | | |
| Hearing | | | | X | Exposure to bodily fluids | | X | | |
| Repetitive Motion | | | X | | Exposure to dampness | | X | | |
| Hand/Eye/Foot Coordination | | | | X | Confinement to a Small/Restricting Area | | X | | |
| Visual Acuity/Near | | | | X | Mechanical Hazards | | X | | |
| Visual Acuity/Far | | | | X | Physical danger | | X | | |

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.