

NORTHEAST FLORIDA COMMUNITY ACTION AGENCY, INC

P.O. Box 52025
JACKSONVILLE, FL 32201
(904) 398-7472

ANNOUNCEMENT FOR THE POSITION OF:
YOUTH DEVELOPMENT SPECIALIST ---Putnam county

SALARY	DEPARTMENT	HOURS	OPEN DATE FOR APPLYING	LAST DAY TO APPLY
\$21,858 ANNUALLY	Community Services Palatka, FL	Mon-Fri 8am—5pm	Tuesday 08/24/10	Tuesday 09/07/10

IF YOU HAVE A DISABILITY THAT REQUIRES ACCOMMODATION TO PARTICIPATE IN THE APPLICATION PROCESS, PLEASE LET US KNOW AT THE TIME OF MAKING THE APPLICATION.

***NOTE TO APPLICANTS: IF YOU ARE UNABLE TO COMPLETE THE APPLICATION PROCESS IN PERSON, PLEASE MAIL YOUR APPLICATION DIRECTLY TO:**

**NORTHEAST FLORIDA COMMUNITY ACTION AGENCY, INC.
P. O. Box 52025
JACKSONVILLE, FL 32201
ATTN: HUMAN RESOURCES**

RESPONSIBILITIES:

The Youth Development Specialist reports to the Family & Community Services Manager and is responsible for planning, organizing or coordinating the activities for providing social services and assistance to improve the social and psychological functioning of children and their families. The specialist oversees the program, budgets and policies regarding participant involvement, program requirements, and benefits. The specialist is also responsible for maximizing the family well-being and the academic functioning of children in schools by addressing such problems as teenage pregnancy, misbehavior, truancy and education.

DUTIES:

- ◆ Interviews and recruits at-risk youth, assessing their needs, capabilities and problems to determine what services are required to achieve family and community outcomes as delineated in the National ROMA Goals 3 and 6.
- ◆ Determines youth's eligibility and complete intake forms based upon program guidelines.
- ◆ Consults with parents, teachers and guidance counselors to determine cause of problems such as poor academic performance, truancy, misbehavior or chemical dependency and develops an action plan of interventions to improve conditions.
- ◆ Utilizes the results oriented management and accountability cycle, logic models and outcomes scales/matrixes to monitor, plan and execute interventions to achieve family and community outcomes as delineated in the National ROMA Goals 3 and 6.
- ◆ Reviews action plans in consultation with youth and parents and perform on-going assessments to determine the effectiveness of interventions provided.
- ◆ Organizes after school activities to assist youth with their assessed needs; such as recruiting tutors, mentors to provide homework assistance and engage youth in community projects.
- ◆ Leads group-counseling sessions that provide support to youth whose behavior, school progress or mental or physical impairment indicate a need for continued interventions and services.
- ◆ Provides, finds or arranges for support services, such as after school care, counseling or parenting classes to improve positive youth development and parent functioning skills.
- ◆ Maintains case history records and prepares required reports documenting progress and results in official records.
- ◆ Serves as liaison between youth, home, school, family services, child guidance clinics, courts, protective services, doctors and others to help youth who face problems such as disabilities, abuse or poverty.
- ◆ Performs other related job duties as may be assigned.

QUALIFICATIONS:

Applicant must possess a degree in Sociology or Psychology, with a minimum of five years experience in social service or an acceptable combination of education and experience; must have computer skills and knowledge of various software.

NOTE: Applicants must meet the minimum requirements for this position. The application must be submitted to the Human Resources Department by the closing, along with all other documents if required; (i.e., copies of college degrees, college transcripts, certificates, diplomas, professional registration, etc.) Applications are accepted Monday through Friday from 8:00 a.m. to 4:30 p.m.