

POSITION DESCRIPTION

POSITION: Youth Services Specialist
DEPARTMENT: Youth Services
REPORTS TO: Youth Services Director
POSITION STATUS: Regular, Full-Time
EXEMPT STATUS: Non-exempt
PAY RANGE: 7, 8, 9 \$23.79 - \$26.78 hr. D.O.E.

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

- 1) Responsible for the planning and implementation of services that includes youth intervention, prevention and support services, and culturally-based community activities for youth as identified by funding requirements.
- 2) Responsible for the development of activity plans and budgets including authorization of expenditures and monitoring of budgets that includes budget modifications within funding requirements on an as needed basis.
- 3) Assist with program development and administer services ensuring the goals and objectives of each program are achieved as identified by each funding source.
- 4) Collaborate with juvenile justice, school, and other youth related organization personnel to develop juvenile delinquency prevention and academic success strategies, and coordinate intervention and prevention activities for Native youth.
- 5) Staff Strategic Planning Advisory Board; develop goals, report barriers and successes.
- 6) Meet with community partners to develop a referral method or referral methods and recruit families for participation.
- 7) Develop maintenance plans and maintain required program materials and files for participating families. Responsible for the assessment of youth needs and the development of personal and educational development plans, and the coordination of supportive services.
- 8) Identify services and assist clientele to secure the appropriate supportive services to fill unmet needs; conduct referrals to the appropriate service and resource programs, and follow-up to ensure that services have been delivered in an appropriate and timely manner.
- 9) Conduct home visits for families, as needed or requested.
- 10) Organize, schedule, lead and participate in program training and maintain certification to train community partners, clients and families, both adults and youth.
- 11) Assist with program evaluation, including survey distribution and collection. Conduct reviews of services to evaluate and improve the quality of and delivery of services.
- 12) Responsible for maintaining, compiling statistical information and submitting required reports to funding agencies, the tribal council, and Strategic Planning Advisory Board.
- 13) Develop partnerships with local organizations to ensure the coordination of services and activities. Participate in and promote services to the community through community meetings.
- 14) Provides supervision and oversight of youth services staff.
- 15) This position is expected to occasionally attend meetings or training that may occur or require travel during evenings, weekends and holidays.
- 16) Other duties as assigned by the Youth Services Director.

QUALIFICATIONS:

- 1) Associates Degree in an applicable field or comparable work experience in a related field may substitute for the degree requirement on a year-for-year basis.
- 2) Computer knowledge and skills in Microsoft Word, Excel and Internet.
- 3) Proficient oral and written communication and organizational skills.
- 4) Self-motivated, dependable and able to work with minimum supervision.
- 5) Ability to maintain strict client confidentiality.
- 6) Familiarity with Alaska Native cultures, traditions, history and ability to work with others in a cross-cultural rural setting.
- 7) Valid Alaska drivers license with a good driving record.
- 8) Willing to travel and attend trainings or meetings during evenings, weekends and holidays.

To ensure the safety of children who receive services, Nome Eskimo Community will complete a Criminal History Background Check on all applicants considered for the position.

To be considered for employment, the report must be free of crimes involving sexual assault or sexual abuse of a minor, unlawful exploitation of a minor, indecent exposure or crimes of violence against persons, and must show that the applicant has not been convicted of a felony within the past ten years.

Native Preference per Public Law 93-638

updated 4/9/2013