

## ASSISTANT YOUTH SERVICES COORDINATOR

GENERAL STATEMENT OF DUTIES: Assists in the development and implementation of crises intervention and substance abuse programs for youth; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Youth Services Coordinator, an incumbent of this class assists in the development and implementation of programs and services to address the emotional, psychological, and social needs of youth. The Assistant Youth Services Coordinator should be knowledgeable of the youth support services in the community and is required to exercise a considerable amount of independent judgment and decision making. Supervision may be exercised over office or program personnel.

### EXAMPLES OF WORK: (Illustrative Only)

Identifies or assists in identifying problems and needs of community youth and takes appropriate action to render assistance through counseling, group sessions, or referral to area health professionals, when necessary;

Initiates communication and establishes relationships with community youth;

Counsels youth in the areas of drug and alcohol use and/or abuse in addition to social counseling (i.e., self-esteem, self awareness, peer pressure);

Conducts preliminary interviews with clients or referral sources to secure pertinent data;

Provides consultations on individual cases in conjunction with the initial referral sources (i.e. parent, teacher police);

Runs or assists in running individual, group and/or family therapy sessions;

Establishes crises intervention plan for any client at risk;

Acts as ombudsman on behalf of client to resolve family, school or social problem;

Refers client to appropriate support services;

Develops or assists in developing educational programs or positive alternative activities for community youth (i.e.; substance abuse awareness programs, teenage depression awareness programs);

Prepares client referrals and prepares and submits reports to supervisor;

Acts for Youth Services Coordinator in his/her absence.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the nature of narcotic and alcohol abuse and the approaches used for dealing with these dependencies; good knowledge of community support services; ability to deal effectively with adolescent population; good counseling skills; good interviewing skills; ability to communicate with program staff, clients, referral sources; ability to develop and maintain effective working relationships with individuals and referral sources; ability to write and speak effectively; emotional maturity; good judgment; discretion; tolerance for differing values and attitudes; reliability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelors Degree in Education, Psychology, Sociology or Social Work and either: (a) completion of a Master's Degree in Education, Psychology, Sociology or Social Work; or (b) two years of experience in adolescent counseling; or (c) a satisfactory equivalent combination of the foregoing training and experience.