



CITY OF MIDDLETOWN
VACANCY ANNOUNCEMENT

POSITION TITLE: YOUTH DEVELOPMENT SPECIALIST

SALARY RANGE: \$21.93 – \$32.46/hr **HOURS OF WORK:** 8:30 a.m. – 4:30 p.m.

The City of Middletown is accepting applications for the position of **Youth Development Specialist**. This position is located in the Middletown Youth Services Bureau. Completed City of Middletown *Application for Employment* forms must be received in the Human Resources Division **no later than 4:30 p.m. on April 29, 2016**. Complete job description and application forms may be obtained in the Human Resources Division, Room 206, Middletown Municipal Building, 245 deKoven Drive, Middletown, Connecticut 06457; or, applications can be printed from our website at www.Middletownct.gov. Click on *Employment*. (Faxed or e-mailed applications are not accepted.)

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS: Master's degree in Social Work, Social Services or related field and five years of related case work experiences; or, any combination of education and experience that provides equivalent knowledge, skills and abilities. Connecticut licensure in appropriate field is desirable.

Successful applicants must be able to demonstrate that they meet the above listed training and experience requirements, as stated on the application form, or application may be rejected.

POSITION PURPOSE: Under the direction of the Youth Services Coordinator, facilitates the delivery of social services and acts as a liaison with local, state and federal social service agencies and groups.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Examples of): Assists in coordination of the Juvenile Review Board (JRB) functions and casework; responsible for all JRB records and communications; facilitates the provision of services for clients and advocates for clients; Acts as liaison to other social services agencies and programs; Assists clients in obtaining employment services, housing assistance and emergency services; provides referrals and information to the general public in areas including food, shelter, financial medical and family services; provides advocacy for underprivileged individuals; provides case management and crisis intervention services to clients; Interviews juveniles referred by schools, police, courts and private organizations; Serves as a liaison between the bureau and outside your service agencies, as assigned; Prepares a variety of case reports; may attend meetings as request the Youth Services Bureau (YSB); Maintains availability on-call to respond to emergencies; and may perform other related duties as assigned.

CLOSING DATE: Completed *Application for Employment* forms must be received in the Human Resources Division **no later than 4:30 p.m. on April 29, 2016**. Incomplete applications or resumes submitted without the completed application form will not be considered.

The City of Middletown provides reasonable accommodation to persons with disabilities in accordance with the American with Disabilities Act (ADA). If you need accommodation in the application or testing process, please contact the Human Resources Division prior to the application closing date or the testing date, whichever is applicable.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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