

TOWN OF ROCKY HILL JOB POSTING

(This is an advertisement. Please see pages 2 - 3 below for a detailed job description.)

DEPARTMENT OF HUMAN & YOUTH SERVICES

PART-TIME YOUTH SERVICES PROGRAM ASSISTANT

The Town of Rocky Hill is seeking qualified candidates to fill the position of a part-time Youth Services Program Assistant. Please view the job description on pages 2 – 3 below.

This position is a non-bargaining unit position. Salary is \$23.00 per hour. Anticipated work schedule of 19 hours per week. Interested applicants must submit each of the following: 1) A resume; 2) A letter of interest which clearly demonstrates how the applicant meets the qualifications; and 3) A completed Town of Rocky Hill Application for Employment.

Please submit all application materials to the Department of Human Resources, ATTN: Camille Carney (hrdept@rockyhillct.gov) via electronic mail. Applications will be accepted until the position is filled. Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA. Applicants with disabilities may request assistance or an accommodation at any time by contacting Human Resources via telephone (860-258-7651), via confidential fax (860-257-1109), via email (hrdept@rockyhillct.gov) or by visiting the department of Town Hall during business hours.

**Town of Rocky Hill
Job Description**

POSITION: PART-TIME YOUTH SERVICES PROGRAM ASSISTANT
DEPARTMENT: HUMAN & YOUTH SERVICES
REPORTS TO: YOUTH & FAMILY SERVICES COORDINATOR
SUPERVISES: N/A
BARGAINING UNIT: NON-BARGAINING

Summary of Responsibility:

This position works under the direction of the Director of Human & Youth Services and Youth & Family Services Coordinator in the development and coordination of various services for all ages serviced by the department.

Essential Functions:

1. Provides direct/indirect services to youth and families, conducts and participates in various youth services programs in the areas of positive youth development, prevention, intergenerational and diversion programming adhering to both Town and State requirements.
2. Conducts outreach at community events and meetings, compiles statistics and drafts reports on youth issues and trends, plans, implements, and evaluates youth and family programming, coordinates with other youth-serving agencies in and around Rocky Hill to coordinate programs, and assists as a referral source for youth and families to community resources, including opportunities to fulfill community service hours.
3. Develops, coordinates, markets and implements a variety of positive youth development and prevention programs.
4. Addresses and networks within the community building collaborative efforts in programming, activities and direct services.
5. Knowledge and creativity in social media & marketing
6. Prepares and presents oral/written reports; maintains detailed records of programs related to the management of the DCF data tracking tool.
7. May assist the Director/Coordinator with reports, memoranda and coordinate with other service providers and Town Departments as requested.
8. Remains informed on current youth/adult issues as well as federal, state, and local programs via training/seminars.
9. Assists with special projects and performs other duties as required.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

Qualifications and Competencies:

1. Bachelor's Degree in social services, social work, counseling, marriage and family therapy, or other related field required. At least four years of progressively responsible experience with the elderly/youth/families in such fields as adult education, recreation, social work, rehabilitation, or a related field, including at least one year in a responsible administrative, supervisory, or consultative capacity.
2. Connecticut Youth Services Association (CYSA) experience preferred and is a plus.
3. Experience working with youth and families in a Town/Municipality government setting preferred.
4. Current CPR/First Aid certificate or ability to obtain within six months.
5. Connecticut Motor Vehicles Operator's license required.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
2. Frequently is required to walk and sit.
3. Occasionally required to stand, climb or balance, and stoop, kneel, crouch or crawl.
4. Ability to lift and/or move up to twenty five (25) pounds.
5. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
6. The dexterity necessary to utilize a computer keyboard on a regular basis is essential.
7. The duties listed above are intended only as illustrative of the various types of work that may be performed.

The Town of Rocky Hill is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act.