

Town of Manchester
LIST (Local Interagency Service Team) Coordinator
Youth Service Bureau
A Partnership with the Manchester Youth Service Bureau
and the Rockville Juvenile Court Local Interagency Service Team
Grant Funded Position

\$25.00/hour – not to exceed 460 hours for fiscal year (approximately 9 hrs/week)

(No benefits)

Must be flexible and able to work occasional evenings

DUTIES:

- Provide overall support to the LIST process
- Support individual LIST member communities in the Rockville Court District
- Provide outreach to communities not currently participating in LIST
- Assesses the needs of communities at the LIST table
- Provide support to Juvenile Review Boards in the LIST Court District
- Act as a resource for existing programs and agencies
- Responsible for engagement of parent representatives
- Operate personal computer with word processing and other software
- Prepare written reports and evaluations
- Perform other duties as assigned

KNOWLEDGE, SKILLS AND TRAINING:

- Knowledge of available programs and services in the communities served by the Rockville Juvenile Court
- Knowledge of juvenile justice issues and Juvenile Review Boards
- Ability to engage a variety of stakeholders including agencies, parents and youth
- Ability to communicate effectively, both orally and in writing, and to establish and maintain effective working relationships with youth, their families, co-workers and community agencies
- Ability to prepare written records and reports and ability to use computers

EDUCATION:

Bachelor's Degree in Social Work, Counseling, Psychology or related field. Experience working with youth and families or providing direct services to youth and/or their families. Applicable experience considered in lieu of degree. Must possess valid motor vehicle operator's license.

THIS SHEET IS PREPARED TO PROVIDE INFORMATION AND GUIDANCE. THE TOWN RESERVES THE RIGHT TO CHANGE, ADD TO, OR DELETE ANY DUTIES. THIS SUMMARY SHEET DOES NOT CONSTITUTE A CONTRACT OF EMPLOYMENT. EMPLOYMENT WITH THE TOWN IS ON AN AT WILL BASIS. THE TOWN MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY REASON.