



# TOWN OF MANCHESTER



## POSITION AVAILABLE

**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

**CLOSING DATE: MONDAY, OCTOBER 15, 2018**

(Applications must be received in the Human Resources Department by 4:30 p.m.)

**SUMMARY OF POSITION:** Under direction of the Youth Service Director or designee, provides overall support to the LIST process. Supports individual LIST member communities in the Rockville Court District. Provides outreach to communities not currently participating in LIST. Assesses the needs of communities at the LIST table. Provides 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. Operates personal computer with word processing and other software. Prepares written reports and evaluations. Performs other duties as assigned.

**DESIRABLE KNOWLEDGE AND SKILLS:** 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.

**REQUIREMENTS:** Bachelor's Degree in Social Work, Counseling, Psychology or related field. Experience working with youth 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.

Applications and job description are available in the Human Resources Department, 41 Center Street, P.O. Box 191, Manchester, CT 06045-0191 or visit our website at <http://hrd1.townofmanchester.org/index.cfm/employment-opportunities/>. Applications must be received in the Human Resources Department by 4:30 p.m. on Monday, October 15, 2018 or must be postmarked by Monday, October 15, 2018. The Town reserves the right to limit the number of applications it accepts. No faxed or e-mailed resumes and/or applications will be accepted.

*The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.*

*The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans and the disabled.*

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.