

**Town of Manchester
Youth Worker
Youth Service Bureau**

Part time: 19 ½ hours per week; \$11.79/ hour/year-round
(No benefits)

Must be flexible and available to work some evening hours

DUTIES:

- Assists staff with the design, presentation, and coordination of positive youth development programs for the Manchester Youth Service Bureau.
- Assists staff to monitor and evaluate programs and works with staff to improve same.
- Participates and assists with other Youth Service Bureau functions.
- Communicates with court personnel, police, schools and other agencies where appropriate.
- Operates personal computer with word processing and other software.
- Prepares written reports and evaluations.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND TRAINING:

- Knowledge of programs and benefits in the community that are available to youth and their families and ability to obtain same
- Knowledge of cultural issues affecting youth. Ability to act as a role model for youth
- Basic knowledge of counseling methods and procedures and ability to advise youth and their families
- Ability to deal tactfully with youth and to gain insight into and provide assistance and advice in sensitive situations
- 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 respond effectively to conflict
- Ability to prepare written records and reports and ability to use or learn to use computers

EDUCATION:

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

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