



# TOWN OF MANCHESTER



## POSITION AVAILABLE

### YOUTH WORKER

**Current Vacancy in Youth Service Bureau**

**\$11.79/hr./year round**

**19.5 hours/week**

**Must be flexible to work afternoon and early evening hours**

**No Benefits**

**CLOSING DATE: FRIDAY, FEBRUARY 17, 2017**

(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, 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.

**DESIRABLE KNOWLEDGE AND SKILLS:** Knowledge of programs and benefits in the community that are available to youth and their families and ability to obtain the 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.

**REQUIREMENTS:** 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.

Applications and job description are available in the Human Resources Department, 41 Center, Street, P.O. Box 191, Manchester, CT 06045-0191 or by calling the Recruitment Information Line (860) 647-3170 or visit our website at: [www.townofmanchester.org](http://www.townofmanchester.org). Applications must be received in the Human Resources Department by 4:30 p.m. on Friday, February 17, 2017 or must be postmarked by Friday, February 17, 2017. 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 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.