

## YOUTH SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this position are responsible for the development and implementation of substance abuse prevention programs and crisis intervention services to address the emotional, psychological, and social needs of youth. An incumbent should be knowledgeable of appropriate community support services for youth. Supervision may be a responsibility of this position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Counsels youth in the areas of drug and alcohol use and/or abuse;

Conducts preliminary interviews with clients or referral sources to secure pertinent data;

Provides consultations on individual cases, in conjunction with the initial referral sources (i.e., parent, police, teacher);

Runs individual, group, and family therapy sessions;

Acts as ombudsman on behalf of client to resolve family, school and social problems;

Establishes crisis intervention plan for client at risk;

Refers client to appropriate support services (i.e., Mental Health Clinic);

Coordinates youth development activities;

Interprets program services to potential referral sources (i.e., law enforcement agencies, schools, parents, community groups);

Develops educational programs for youth specific to their emotional, psychological and social needs (i.e., substance abuse awareness programs, teenage depression and suicide);

Prepares and submits reports for State and County agencies;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the nature of narcotic and alcohol abuse and the approaches used for dealing with these dependencies; good knowledge of community support services; good counseling skills; good interviewing skills; ability to deal effectively with adolescent population; ability to communicate with program staff, clients, referral sources; ability to develop and maintain effective working relationships with individuals and referral sources; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; emotional maturity; good judgment; discretion; tolerance for differing values and attitudes; reliability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* in Psychology, Sociology, Counseling, Education, Social Work, or a closely related field, and four (4) years of adolescent counseling experience.

SUBSTITUTION: Satisfactory completion of 30 post-graduate college credits\* towards a Master's or higher level degree in Psychology, Sociology, Counseling, Education, Social Work, or a closely related field, may be substituted for one (1) year of work experience, up to a maximum of two (2) years.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.