

INSPIRE EMPOWER  CONNECT

**JOB DESCRIPTION**

**JOB TITLE:** Community-Youth Specialist

**FLSA STATUS**: Non-Exempt – Full Time

**DATE:** 02/04/2022

**REPORTS TO: BFL Service Navigator**

**POSITION SUMMARY:**

The Community-Youth Specialist manages a caseload for individuals involved in both the youth center and the day services program. Provides support that inspires, empowers, and connects individual. Will also provide assistance with 1:1, 1:4, 1:8, or group training when necessary.

**ESSENTIAL JOB FUNCTIONS:**

* Through motivational interviewing techniques, develop person centered plans and positive personal profiles.
* Maintain a working knowledge of the philosophies, rules, and expectations of purchasers of service.
* Promote the development of natural supports, which will assist clients in building and maintaining relationships with their peers.
* Provide Community-Youth Services team with updates pertaining to respective clients.
* Understands the requirements and technical specifications of each funder and the services that can be provided under each umbrella.
* Assist with development and implementation of curriculum.
* Help with personal cares as defined by the client’s plan.
* Respond to emergency situations promptly and if needed, administer First Aid or CPR/AED.
* Report any and all accidents/injuries along with filling out reports within 24 hours to BFL Service Navigator.
* Promote and maintain confidentiality of clients, staff and Ascend business at all times.
* Attend informational seminars and trainings as scheduled.
* Perform any other duties assigned.

**JOB REQUIREMENTS:**

Must be available to work various hours and could include evenings, weekends, holidays, and as business levels dictate.

**EDUCATION:** Bachelor’s degreein the Human Services field.

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## EXPERIENCE:

* Experience working with people who are developmentally disabled is a plus.

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**SKILLS:**

Strong leadership and organizational skills. Must be able to multi-task. Carry a case load of approximately 80 individuals. Must possess effective verbal and written communication skills. Must demonstrate effective problem solving skills. Must understand that serving others is an important component of this position. Must be creative, community-minded and energized by a highly diverse and collaborative environment. Knowledge of and experience in computer operations. Must have a valid driver’s license in good standing. Must be able to meet Ascend Services Insurance Carriers Vehicle Insurability Standards.Must be able to stand for lengthy periods of time. Must be able to lift up to 50 lbs. with assistance. Must be able to bend/squat/twist/kneel frequently. Must be able to physically transfer participant from a wheelchair in a safe manner.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT

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Employee Print Name

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Employee Signature Date

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Coordinator’s/HR/Exec. Director Signature Date