

**CHAFFEE COUNTY, COLORADO
POSITION DESCRIPTION**

POSITION TITLE: Outreach Worker/Youth at Crossroads/AmeriCorp

FLSA Status: Non-exempt

DEPT/DIVISION: DHS/ Child Welfare

Pay grade : 3

POSITION SUMMARY:

This position will primarily work with Rural Collaborative funding which is a life skills program for youth up to the age of 23. This Worker will provide outreach to identify youth in our community that are in need of support. The goal of outreach work is to assist youth in becoming self-sufficient.

This position is designed to focus on preventing and reducing drug and alcohol abuse as well as deterring any related behavioral concerns in youth. This Worker will be promoting healthy outlets for at-risk youth that are middle and high school ages. This position is responsible to assist the teaching of two classes: "Project Toward No Drug Abuse," which is education for first-time youth offenders and "Moral Reconciliation Therapy," to re-offenders, which engages youth in community service and organizes weekly activities for graduates. This worker will assist in supporting the coordinator with life skills services.

ESSENTIAL DUTIES and RESPONSIBILITIES:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The county reserves the right to modify or change the duties or essential functions of this job at any time.

1. Interviews clients, coordinates and participates in home visits and provides services to families and children; reports imminent danger for children; makes referrals to community resources.
2. Reports clients' progress and provides service recommendations and referrals; provides necessary information to the Support & Services Unit regarding placement and services provided.
3. Provides crisis management and coordinates support services for clients to resolve problems and conflicts.
4. Attends and testifies in court hearings and mediates as needed; completes appropriate paperwork, documentation, reports, reviews, etc. for court hearings.
5. Prepares for and participates in meetings and staffings.

6. Documents all contacts and ensures that all paperwork and documentation are accurately completed and filed; completes necessary case information reports, inputs updates into database.
7. Arranges and provides transportation for clients to appointments, therapy, school, court hearings, pre-placement visits, etc.
8. Ensures compliance with Federal, State and County laws, outcome measures, rules and regulations; reviews cases to ensure case plans are developed and implemented.
9. Collects and reports statistics and data on unit and outcomes and performances.
10. Administer weekly "Project Toward No Drug Abuse" (TND) including pre/post testing and weekly "Moral Reconciliation Therapy®" (MRT) curriculum including pre/post testing to youth on either end of the county (Buena Vista and Salida).
11. Initial contact person for Y@C; begin referral process after receiving appropriate paperwork; schedule and conduct TND/MRT→ intake meetings with parents and students.
12. Maintain the confidentiality, integrity and prevention education philosophy of the organization.
13. Performs other duties as required.

EXPERIENCE AND TRAINING:

Minimum education: High School diploma or GED equivalent plus any higher education required. Four-year college degree in a behavioral science area

Work experience in positions similar to or related to this job: 2 years working with youth and/or families in the social work field.

REPORTING RELATIONSHIPS:

This Position Reports to: Team Supervisor Meredith Takacs

This Position has supervisory and/or management responsibility for: N/A

EQUIPMENT USED:

Computers, telephones, copiers, fax machines, and other related office equipment.

PHYSICAL REQUIREMENTS:

1. Ability to conduct activities involving extensive sitting.
2. Ability to lift and/or carry, push, pull burdens weighing up to 50 pounds.

3. Ability to grasp and manipulate office equipment, hand tools, and other similar tools and materials.
4. Ability to conduct activities involving stooping, kneeling/bending, crouching, twisting, and reaching on a moderate basis.
5. Ability to participate in routine conversation in person or via telephone, and distinguish telephone, printers, computers and other auditory tones.
6. Ability to distinguish small objects at near and far distances in conditions of bright or low light. Ability to distinguish depth and see objects in a wide field of vision.

ENVIRONMENTAL CONDITIONS:

The majority of this position's duties are performed within an indoor or a protected environment. The incumbent may be exposed to noise, mechanical and electrical, and other related hazards associated with an office environment.

SKILLS AND ABILITIES:

1. Ability to read and understand written materials, and compose information instruction in written form.
2. Ability to remember schedules, programs, policies and other details, and apply good time management and organization skills.
3. Ability to apply problem solving skills in developing solutions for unanticipated issues and challenges.
4. Ability to work with other people taking into consideration, among the dynamics, their needs, their personal styles, and the requirements of their jobs.
5. Ability to understand and apply organizational theories and practices in the administration of policies, practices, programs, and communications.

Employee Signature

Date

Supervisor Signature

Date