

## **CATHOLIC SOCIAL SERVICES JOB DESCRIPTION**

**TITLE:** Youth Enrichment Specialist  
**PROGRAM:** Supportive Family Services  
**STATUS:** Full-time / hourly / non-exempt  
**SUPERVISED BY:** Enrichment Manager  
**UPDATED:** 7/24/2023

**JOB SUMMARY:** The Youth Enrichment Specialist plans and facilitates activities focused on supporting the social and emotional development in youth. This position is responsible for engaging with youth to understand their dreams and goals, helping connect them with opportunities in the community, and facilitating activities. The Healthy Outcomes from Positive Experiences (HOPE), 2Gen, and trauma informed approach provide the framework for services provided by this position.

### **QUALIFICATIONS:**

**Competencies:** Must be able to maintain confidentiality and treat everyone with dignity and respect. Excellent interpersonal skills: compassion is a must. Demonstrate dependability, maturity, and initiative. Ability to gather information and assess client situation rapidly and accurately. Ability to accurately document services according to agency standards. Flexibility to deal effectively with a variety of people, situations, problems, and changes. Ability to establish and maintain professional boundaries. Ability to model cooperation and professionalism with other CSS staff and colleagues in the community.

**Education / Experience:** High School Diploma and at least one year working with children and youth.

**Skills:** Exemplify the mission, vision, and values of Catholic Social Services in words and actions; excellent written and oral communication skills; time management skills; ability to write clearly; ability to complete paperwork thoroughly and accurately; great problem-solving and leadership skills; proficiency with Microsoft Office; and ability to learn other software applications.

### **DUTIES & RESPONSIBILITIES:**

1. Assist with development and implementation of youth programs, workshops, and other activities designed to help build character, develop skills and involvement in their community.
2. Provide direct service to youth and families using the HOPE, 2Gen, and Strengthening Families frameworks.
3. Model healthy, positive interactions with youth and caregivers.
4. Assist with individual goal planning and implementation for youth.
5. Maintain program participant records of participation and progress in activities in accordance with agency standards.
6. Assist with facilitation of youth groups and activities related to implementing Strengthening Families, HOPE, and 2Gen framework.
7. Maintain knowledge of and professional relationships with community resource and service providers.
8. Complete monthly statistics as requested.
9. Organizing recreational activities such as sports leagues, field trips, summer camps and other events.
10. Provide crisis intervention as needed.
11. Adapt to changing environments, think creatively and flexibly to meet the needs of the participating youth.
12. Must have valid AK driver's license; must have own insured vehicle; flexibility to work varying hours and days of the week.

13. Must be willing and able to transport clients in personal and company vehicle.

**Physical Requirements:** Ability to engage in physical youth activities, climb stairs, and to lift a minimum of 50 lbs.

**Training Requirements:** Attend agency and department orientation; 1<sup>st</sup> aid/CPR; de-escalation techniques; blood borne pathogens. Attend all staff meetings and in-service training as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_