

JOB DESCRIPTION	
Job Title: Youth Services Prevention Specialist	Grade: TADM 11
FLSA Status: Non-exempt	EEO: Professional
Job Classification Designation: Classified/Competitive	Bargaining Unit: Non-union

Job Summary: This position performs intermediate professional work primarily in the support and assistance of youth and families with personal, social, health and economic needs as well as related work as required. Duties include the oversight of the Teen Center to include programming and implementation of programs, as well as coordination of prevention programming within Youth Services and Human Services as a whole. Coordinates with other Human Services staff to provide needed information and services to youth and their families

Supervision Received: Receives direction from the Youth Services Supervisor.

Supervision Exercised: Interns and volunteers as assigned.

Examples of Essential Duties:

- Provides supervision over the youth that come to the Teen Center, while managing any behavioral or other issues that may arise while youth is present at the Teen Center.
- Program planning for the Teen Center as well as other programs as assigned.
- Assists with connection to community resources and case management for the Youth Diversion Team case worker.
- Works with the Youth Services Team on coordination of all Prevention Programming throughout the department.
- Help with development, implementation and ongoing oversight of a Youth Services Youth Council, and other committees, commissions, and boards as assigned.
- Works as a partner with youth, and their families/caregivers to assist with connecting to appropriate resources both within the Town of Mansfield and the community.
- Maintains linkages with organizations, service providers, agencies and businesses in the community.
- Maintains appropriate statistics, case notes and files.
- Uses a variety of approaches and media to get information out to the community, including public speaking engagements.
- Encourages and supports families and caregivers to assist with the needs of the youth in their care.
- Maintains an outreach focus in order to find and provide services to those youth that may be less visible and have needs (i.e. transportation) that prohibits the use of our services.
- Collaborates with Youth Services staff with home visits as appropriate.
- Functions as part of the Youth Services Team to address behaviors and concerns of program participants.
- Assists the Youth Services Supervisor in offering programs to youth that meet the psychosocial needs of the children and families to include onsite and offsite programming, activities, trips, etc.
- Assists with developing grant proposals and implementation of grant awards; assists with ensuring compliance with requirements of grant funded activities/agencies, including reporting requirements; prepares grant applications and related material; researches grant opportunities.
- Maintains financial records/receipts as required.
- Maintains confidential information on all the youth and families who utilize our services.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

- Ability to work as part of a team to plan, organize and supervise various programs youth and families/caregivers.
- Ability to work with Microsoft applications including Outlook, Word, PowerPoint and Publisher.
- Excellent oral and written communication skills.
- Ability to establish and maintain effective working relationships with program participants, volunteers, instructors, organizations as well as and the general public.
- Ability to demonstrate patience, cooperation, flexibility and reliability.
- Ability to mobilize resources to meet program goals and motivate program participants, volunteers and others.
- Ability to maintain confidential information and adhere to confidentiality standards.

Minimum Qualifications: An Associate's Degree from an accredited college or university in Social Work, Human Services, or a related field is required. A Bachelor's Degree in Social Work (BSW) is preferred. Experience working with youth and their families/caregivers in a similar setting is desired. Consideration may be given to equivalent experience, education, and training.

Special Requirements: Possession of or ability to obtain an appropriate public service driver's license valid in the State of Connecticut within six months of employment. Must have a valid Connecticut driver's license. Possession of or the ability to obtain Food Safety Certificate within six months of employment. Possession of CPR and first aid certifications highly desired.

Working Conditions, Physical and Mental Requirements: Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Frequency:	N	O	F	C	Frequency:	N	O	F	C
Physical Demands:					Depth Perception				X
Standing				X	Color Distinction				X
Walking				X	Peripheral Vision				X
Sitting			X		Driving			X	
Lifting			X		Physical Strength:				
Carrying			X		Little Physical Effort (-10 lbs.)			X	
Pushing			X		Light Work (-20 lbs.)			X	
Pulling			X		Medium Work (20-50 lbs.)		X		
Climbing			X		Heavy Work (50-100 lbs.)	X			
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions:				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling	X				Temperature Changes		X		
Reaching			X		Wetness		X		
Handling				X	Humidity		X		
Grasping			X		Extreme Noise or Vibration	X			
Twisting			X		Exposure to Chemicals	X			
Feeling			X		Exposure to Gases and Fumes		X		
Talking				X	Exposure to Unpleasant Odors	X			
Hearing				X	Exposure to Bodily Fluids	X			
Repetitive Motion				X	Exposure to Dampness	X			
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area	X			
Visual Acuity/Near				X	Mechanical Hazards	X			
Visual Acuity/Far				X	Physical Danger	X			

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by Human Resources so classified.

The Town of Mansfield is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

Updated on: July 22, 2025