



Naugatuck Youth Services, Inc.



13 Scott Street, Naugatuck, CT 06770

team@naugatuckyouthservices.org

“Helping all of Naugatuck’s young people realize their potential to be healthy, resilient & awesome”

Naugatuck Youth Services, Inc. is searching for the right person to join its team of positive youth development and prevention professionals! This position is made for a jack-of-all-trades who can build relationships, pay attention to detail, and work extremely well both independently and as a team member while managing multiple projects and programs.

The **“Special Projects Coordinator”** position is on the diversion program case management team, oversees youth employment placement & programming, and has the ability to coordinate and/or facilitate groups, supervises interns/volunteers, and assist with community education and outreach, with project focus varying throughout the year depending on organizational needs.

Preferred start date: As soon as August 26, but we are willing to wait for the right person

Hours: This is currently a Part-Time-Plus position averaging 30 hours per week. This could become a full-time salary position contingent on grant funding in the near future.

Schedule: Flexibility available - one late evening (7pm) and one early morning (8am) required per week. Most Fridays and weekends off.

Pay rate: \$17-\$21/hour

Benefits: This position is not eligible for health care benefits. All employees receive generous scheduling flexibility and paid professional development opportunities.

Reports to: Executive Director

The ideal candidate will have some combination of the following knowledge, skills, and abilities:

- Degree in community psychology, social work, public health, etc. or relatable lived experience
- Experience with case management or clinical interviewing & assessment
- Understanding of the importance of youth prevention; Certified Prevention Specialist or ability/willingness to obtain this credential (we will help)
- Strong understanding of restorative practices, diversion, and/or the juvenile justice system
- Relationship building skills - able to quickly make connections with teens, parents and community partners and/or mentoring experience
- Facilitation skills - such as: running groups, classroom management, leadership development, and debriefing/processing
- Planning, time management & communication/reporting skills - ability to manage multiple projects and prioritize/re-prioritize as needed; ability to write quality case notes & plans and be able to communicate them to others efficiently

Naugatuck Youth Services, Inc. is the non profit organization that helps all of Naugatuck’s young people realize their potential to be healthy, resilient, and awesome, through prevention, diversion, and life skills work with teenagers. Please see our Facebook page for more information on the work that we do.

Naugatuck Youth Services, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. The youth we work with reflect the diversity of our community, and we would like our staff to do the same.

Application instructions and timeline:

- Please send an email to team@naugatuckyouthservices.org with a resume attached. In the body of the email, please tell us a little bit about yourself and what makes you a good fit for this position, no later than August 9, 2019.
- All candidates will receive a response email letting them know their application email was received.
- At least 50% of candidates will have a brief phone screening/interview.
- Final candidates will be invited to an in-person interview with the Executive Director, team members, and youth participants in late August.
- Please no phone calls, as those answering the phone will not be able to answer questions related to the position.