

Serving the Broadway/Slavic Village Community Since 1926

Position: Youth Support Specialist– High School (grant funded position)
Salary: \$15 - \$17 per hour
Hours: Full-Time/ Non-Exempt
Supervisor: Educational Manager

Position Summary: The Youth Support Specialist is responsible for instructing youth in activities designed to promote social, physical and intellectual growth in various settings.

Essential Functions:

1. Plan and implement age appropriate AOD and 21st CCLC youth programming.
2. Supervise youth in the program; interact and communicate with families to insure positive, safe and nurturing environment at all times.
3. Maintain program files; prepare reports; compile data; maintain appropriate documentation.
4. Attend professional development and in-service training as mandated by ODJFS/ODE rules and trainings as mandated by OhioMHAS for Prevention Specialists.
5. Comply with rules and regulations as mandated by all parties listed in function #4.
6. Delivery of problem identification and referral services.
7. Implement service learning projects.
8. Provide services on site, throughout the community and in local schools.
9. Other duties as assigned by supervisor.

Qualifications or Skills Required:

Required: Associate degree in Social Work, Education, or related field. Experience working with children and families. Must be willing to take appropriate steps to become credential as an Ohio Prevention Specialist. Must have and maintain a valid Ohio Driver's License. Must be able to pass a BCI/FBI background check and drug screening (pre-employment and random). Strong organizational, oral, written and interpersonal communication skills; the ability to work effectively with a wide range of constituencies in a diverse community; is required. The ability to work independently and share responsibility in multiple service system; Skill in the use of computers, preferably in a PC, Windows-based operating environment.

Preferred: In addition to required qualification, a minimum of a Bachelor's Degree in Social Work, Education, or a related social services field with an OCPS I/II, LCDC, LPC or LSW. Experience working with children and adolescents. Excellent organizational skills.

Application Deadline: Open until filled

Interested applicants should forward resume plus 3 references to:
Human Resources

University Settlement, Inc.

4800 Broadway Avenue, Cleveland, Ohio 44127

Fax: 216-441-0818, E-Mail: employment@universitysettlement.net

**Internal applicants must be in their current position for at least six months to apply.
(NO PHONE CALLS PLEASE!)**