



## Job Description

**Job Title:** Youth Alternative Coordinator – Niobrara County

**Reports to:** WYO HELP Program Director

**Department:** Youth Services

**Position Objective:**

To create relationships, resources, and accountability for youth in the Niobrara County Community in a manner that helps youth to overcome short term challenges and build long term skills and success.

**Position Description:**

As an employee of Goshen Help DBA WYO Help and under general supervision of the Program Director, The Youth Alternatives Coordinator will work with key stakeholders in Niobrara County and the county juvenile justice board to create, facilitate and manage services that are strategically designed to help youth overcome resource, behavioral, and mental health challenges which prevent them from achieving success. This engagement includes collaborating with existing services as well as creating new resources with community volunteers. The position will also include case management for youth as they are referred by stakeholders. This is an at will, full time, and salaried position (contingent upon receipt of ongoing funding) that is intended to be flexible to meet the needs of the community and the employee. A comprehensive pre-employment background check showing no concerns regarding working with children and youth will be required.

**Position Responsibilities:**

1. Create and maintain productive relationships with community stakeholders related to youth alternatives. These include but are not limited to the following:
  - a. The District, Circuit, and Municipal courts in Niobrara County.
  - b. The Niobrara County Attorney and Municipal Prosecutors.
  - c. Niobrara County Schools
  - d. Lusk Police Department and Niobrara County Sheriff's Department.
  - e. Department of Family Services

2. Through collaboration with existing resources, and by partnering with community volunteers, create services that can be utilized to build success for youth in our community. These resources include but are not limited to:
  - a. Meaningful Community Service Programs.
  - b. Education supports that provide a location for study, tutoring, and engagement.
  - c. Mentoring programs that connect youth with volunteers who are willing to invest in their growth and provide examples of success.
  - d. Mental Health treatment referrals and resources that include individual services and group programs that address specific issues.
  - e. Restorative Justice options.
3. Work with and supervise youth that are assigned to the program through community stakeholder referrals.
  - a. Meet with the youth and their family to identify key obstacles to be addressed for success and develop a resource plan to overcome those obstacles.
  - b. Make recommendations to the Courts, School District, and Law Enforcement agencies related to individual plans for youth success.
  - c. After the plan is adopted, supervise the youth while the plan is in progress, and document completion.
4. Collect Data as needed to comply with grant or program requirements.
  - a. Enter data on youth served into the provided customer management system in the manner necessary to track services provided and to establish outcomes.
  - b. Cooperate with the Executive Director to ensure that data is accurate and required reports are available and can be disseminated to interested parties.
  - c. Will keep all youth data confidential as required by Goshen HELP, the program, partners, and federal or state laws.
5. Will track financial expenditures and any funds received on behalf of the program to report to the program director and other WYO HELP corporate staff.
  - a. Will follow any organizational policies regarding expenditures and receipts of funds.
  - b. Will participate as needed in any fund-raising activities to benefit the program.

**Supervision Exercised:**

1. This position does not include supervising subordinate employees at this time.

**Required Qualifications:**

1. Degree in Education, Counseling, Social Work, Sociology, Psychology, Health, related field, or substantial experience in youth services.

2. Pre-Employment criminal background check.
3. Pre-Employment drug screening may be required.
4. CPR and First Aid certifications must be obtained within two months of employment.
5. QPR Suicide Prevention Training or commensurate gatekeeper suicide prevention certification within two months of hire.

**Desired Qualifications:**

1. Experience working with youth in substance abuse prevention.
2. Professional public speaking skills.
3. Experience and advanced skills in community mobilization and capacity building.
4. Ability to build and cultivate community support for youth needs.

**Salary:**

- The salary is determined by the salary schedule available at <https://www.wyohelp.com/open-staff-positions.html>
- This is currently a part-time position requiring 20 hours per week in Niobrara County.
- Applicant may apply for the Goshen position as well, but must be approved by that county's juvenile justice board. If approved by both counties and WYO HELP the position will become full time by designation with WYO HELP. Hours will be tracked by county and set office hours may be required to be present and available in each county.

**Benefits:**

- Federal Holidays are provided as paid days off.
- Part Time Staff are given a half day per month towards paid time off. Full Time Staff are given one day per month towards paid time off.
- Birthday is paid time off.
- No health insurance or retirement benefit is provided at this time.