**JOB OPENING**

**Youth Development Specialist**

Youth & Family Services in El Reno, OK is in need of a Youth Development Specialist to work in our Intergenerational/Independent Living Program. This program assists young adults ages 18-22 transitioning out of shelters/homelessness and leads them down the path of being successful young adults living independently. YFS is a fast-growing nonprofit organization who works to provide support for children, youth, and families in our community.

DUTIES AND RESPONSIBILITIES:

* Coordinate with partner organizations and YFS staff to increase volunteer and community involvement of activities.
* Develop calendar of events to include physical, emotional, social, financial and overall healthy lifestyle. To include activities as needed.
* Help develop and participate in youth advocacy, tutoring, mentoring, case management, and education and vocational counseling.
* Attend seminars and workshops and other training opportunities to increase awareness and increase knowledge.
* Make available, in a timely manner, to data entry personnel appropriate forms and records to compile agency reports and statistics.
* Coordinate with other schools, community organizations and other city resources we serve to meet the basic needs of those within our grant limits.
* Assist with development and implementation of participant/resident life plans and other goal driven paperwork.
* Notify, coordinate and collaborate on all Youth and family Services business or anything that affects job performance.
* Be willing to handle crisis calls for intervention and collaboration.
* Sit in and/or lead weekly groups or outreach programs when needed. Collaborate and discuss outcome and needs.

EDUCATION: Minimum of High school diploma or equivalent. Associate or bachelor’s degree in psychology, Social Work, Mental Health, or Behavioral Science Discipline preferred.

EPERIENCE: Minimum of one year’s experience in social work, youth-oriented programs, or child/youth care work.

**Please email resumes to** [**hr@yfsok.org**](mailto:hr@yfsok.org) **or call 405-262-6555 for more information.**