



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
YOUTH PROGRAM SPECIALIST
(PARENTING)
HUMAN SERVICES

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for developing, coordinating and implementing programs for parents to enhance parenting skills and to develop other knowledge, skills and abilities that parents require for raising healthy, non-abused and neglected, resilient children from ages Birth to Seventeen years old. Supervises administrative support staff, interns, and facilitators assigned to specific program areas. Reports to the Chief of Prevention Services.

ESSENTIAL JOB FUNCTIONS

Coordinates and facilitates identified research-based parenting curricula from ages birth to seventeen years old, family programs, fairs and community family day activities and special presentations and designs and develops program brochures and other related media items.

Performs grant coordination and program management to include researching and preparing grant applications, developing and submits grant reports on program activities and prepares other related reports as needed. Maintains client case records.

Responsible for the effective supervision and administration to include staff development and training, performance management, employee relations, prioritizing and assigning work and related activities; advises staff on difficult issues and makes decisions on exceptional situations to manage and implement appropriate services and assistance; evaluates resource needs and manages the effective deployment of resources.

Collaborates with community agencies to develop and coordinate parenting resources in order to establish effective working relationships; remains abreast of current statewide parenting education initiatives and best practices related to the Human Services field.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Parent and Youth Development – Knowledge of the principals and practices of positive parenting and youth development.
- Community Resources - Knowledge of development theories and community resources as related to educational, developmental, social, cultural, and recreational services for parents and youth.
- Research and Analysis – Thorough knowledge of research and analysis methods and techniques; thorough knowledge of statistical analysis and forecasting techniques.
- Supervision - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

REQUIRED SKILLS

- Critical Thinking – Using logic and reasoning to understand, analyze, and evaluate complex situation and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- Judgment/Decision Making – Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with customers, employees, managers, and representatives from other departments and organizations.
- Computer Skills – Utilizes a personal computer with word processing, spreadsheet and related software with reasonable speed and accuracy.

REQUIRED ABILITIES

- Coordination of Work – Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Attends and maintains a calendar for meetings, deadlines and events. Performs a broad range of supervisory responsibilities over others.
- Communication – Excellent ability to communicate ideas and proposals effectively to diverse audiences to include preparing and conducting training, preparation of reports, and policies. Excellent ability to listen and understand information and ideas presented verbally and in writing.
- Grants Management – Ability to execute grant agreement including grant budget as approved by funding source. Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data.

EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in Social or Behavioral Sciences, Human Services or a related field and 3-5 years of progressively responsible related experience and 1-2 years of lead worker or supervisory experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and sex offender registry check.

A valid driver's license with an acceptable driving record.

Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.

In the event of a declared emergency in the City of Newport News, individuals in this position are required to work shelter duty and may be called on to perform duties as required to provide for the safety and care of the citizens of the community.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.