

**CRISIS CONNECTIONS**

**YOUTH SERVICES TRAINING SPECIALIST**

**JOB SUMMARY:** The Youth Services Training Specialist is responsible for presenting the youth suicide prevention curriculum to middle and high school students, addressing stressors, healthy coping mechanisms and effective strategies for helping a friend in need. The Training Specialist will also work with community partners to implement trainings around youth trends. Assistance with Teen Link Volunteer curriculum training and development will be expected.

**QUALIFICATIONS AND EXPERIENCE NEEDED:**

- BA in social services or related field preferred.
- Experience in working with youth/youth serving agencies.
- Experience in mental health/crisis intervention.
- Experience in facilitating trainings and presentations.
- Excellent written and oral communication skills.
- Demonstrated commitment to working with, and empowering, youth.
- Must have demonstrated record of reliability and dependability, arriving to work and off-site events on time.
- Must have daily access to reliable transportation.
- Ability to work some evenings and weekends as needed.

**POSITION REPORTS TO:** Crisis Line and Training Manager

**SALARY:** \$18.00/hour

**DATE LAST UPDATED:** January 2019

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**SIGN-OFF SECTION**

I hereby state that I have reviewed this job description and competencies and accept them.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

## **YOUTH SERVICES TRAINING SPECIALIST COMPETENCIES**

### **A. COMMUNITY OUTREACH AND EDUCATION (75%)**

1. Deliver youth suicide prevention curriculum and Teen Link program presentations to schools and youth-serving community agencies.
2. Foster collaborations and maintain relationships with schools, particularly those that serve marginalized youth.
3. Develop and implement effective trainings reflective of current youth trends.
4. Develop and deliver community trainings.
5. Aid recruitment of new volunteers.
6. Assist in production and distribution of the Where to Turn for Teens resource guides and other programs materials to schools and community agencies.

### **B. PROGRAM DEVELOPMENT AND VOLUNTEER MANAGEMENT ASSISTANCE (15%)**

1. Assist Youth Services Coordinator in training of volunteers, both at the agency and in the community.
2. Work with Training Manager to continue developing strategies, collaborations, and training for anti-oppression/anti-racism work.
3. Maintain and enter data for Youth Databases.

### **C. QUANTITY AND QUALITY OF WORK/WORK HABITS (10%)**

1. Arrives at work on time and maintains regular attendance, working assigned shifts and other shifts when needed.
2. Follows personnel policies and procedures.
3. Written and verbal communication is clear, concise, accurate and thorough.
4. Demonstrates genuine relationships by cooperating with others, handling disagreements directly with the person(s) concerned in a truthful and open manner, and accepting constructive feedback. Shows respect to co-workers, volunteers and customers/clients.
5. Makes appropriate use of supervisor.
6. Promotes a healthy work environment by demonstrating collaborative decision-making and team-building behaviors; provides peer support, and motivates staff and volunteers to outstanding performance.
7. Suggests solutions to identified problems.