

## **GANG PREVENTION SERVICES COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is work of a difficult nature involving responsible counseling, referral, coordination of services and guidance to at-risk youth and encouraging their positive involvement in the community and use of community resources through the Gang Prevention Through Targeted Outreach (GPTTO) program. The work is performed in a municipal program established to aid youth in adapting to acceptable social behavior and is performed under the direct supervision of a program director. The incumbent in this position will be required to work evening and weekend hours, as needed. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Recruits and assists in the recruitment of at-risk youth by contacting schools, community organizations, etc. in order to gather and disseminate information;  
Interviews potential program participants and/or their families, compiles participant profiles in order to determine eligibility for program, and appropriate referrals to outside agencies;  
Contacts agencies to insure the availability of resources for eligible youth, and coordinates and arranges referrals as needed;  
Motivates participants to help themselves through GPTTO programs and to accept referral to other services or organizations that meet their interests and needs;  
Identifies participants' strengths and interests as well as conflicts and problems, arranges for and/or conducts sessions to restructure and improve living patterns;  
Counsels and supports participants in need of assistance on an individual basis, or in group or family setting as appropriate;  
Participates in staff meetings and consultations to report progress and unusual problems;  
Maintains participant records and prepares written reports as needed, including monthly progress reports;  
Gathers and organizes information to assist in the preparation of reports and surveys.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, practices and techniques of motivation, guidance and counseling; good knowledge of the behavioral patterns of youth and adolescents at risk in a diverse community; good knowledge of the principles and techniques for personal adjustment and positive youth development; good knowledge of the planning coordination, monitoring and evaluation of the GPTTO program; good knowledge of the principles and practices of interviewing; working knowledge of the problems associated with alcohol and drug abuse and other anti-social behavior; ability to secure the confidence and cooperation of youth, adolescents and their families; ability to communicate effectively both orally and in writing; ability to compile case records and prepare written reports; ability to maintain records and prepare reports.

### **MINIMUM QUALIFICATIONS:**

1. A Master's degree in Counseling, Education, Psychology, Guidance, Social Work or related field and one (1) years experience in related work with youth; or
2. A Bachelor's degree in Counseling, Education, Psychology, Guidance, Social Work or related field and two (2) years experience in related work with youth.

**SPECIAL REQUIREMENT:** A valid New York State driver's license or accessibility to transportation to meet work requirements in a timely manner.