

**DETROIT HISPANIC DEVELOPMENT CORPORATION**  
**JOB ANNOUCMENT**

**POSITION TITLE:** In-School Youth Specialist  
**DEPARTMENT:** Youth Development and Prevention Services  
**PROGRAM:** School-Based Program  
**SALARY:** \$15.00 an hour  
**DIRECTLY RESPONSIBLE TO:** In-School Youth Program Manager

**General Statement of Duties:** The In-School Youth Specialist will: serve as the liaison between the school and students, parents and community, and support the school in providing a quality education for its students; assist teachers in enforcing good attendance, improved behavior, and reinforcing academic performance; and provide crisis intervention and staff support.

**Qualifications:** (1) Training and experience identifying and working with gang-involved youth (2) Skills communicating with school leadership and parents (3) Knowledgeable of the community in which the contracted school is located (4) Ability to resolve conflicts. (5) Outstanding organizational skills. (6) Experience facilitating groups. (7) Strong communication skills (oral and written). (8) Team player. (9) Able to work in the assigned school from 7:00am - 3:00 pm (or a schedule determined by the school), Mondays through Fridays from September 7, 2010 through June 17, 2011. (10) Valid driver's license. (11) Working, reliable, and insured vehicle.

**Related Knowledge, Skills and Abilities:** Ability to work with a variety of cultural groups and in a variety of settings, exhibit cultural competency with the assigned student population, and be bilingual in Spanish and English for schools that have a large Spanish-speaking population.

**Responsibilities:**

1. Identify students who are at risk academically and behaviorally and make referrals when needed to other services.
2. School Safety - Monitor the school grounds as students are entering and leaving school; monitor student behavior in the lunchroom and hallways; assist in the monitoring and screening of students and their belongings on entering the school building; act as the liaison with DPS security and Detroit Police Department; assist the school in developing a Safety Plan and crisis intervention and response.
3. Truancy Prevention- Assist in monitoring student attendance; investigate reports of "skip houses"; arrange for and conduct parent and student conferences, and follow-up with students.
4. Student Code of Conduct Enforcement - explain and enforce the Student Code of Conduct; inform students and parents of infractions and disciplinary action; assist in setting up and coordinating an In-School Suspension program when requested.
5. Gang Mediation, Conflict Resolution & Crisis Intervention - identify students involved in gang-related activity and provide mediation, conflict resolution and crisis intervention; provide school leadership with intel related to gang activity.
6. Project Sentry - coordinate the implementation of Project Sentry within the school.
7. Attend monthly staff meetings and all required trainings at DHDC.
8. Document the outcomes of this program: a) Record students served, type and date of service; b) Maintain Sign-in sheets for all group sessions; c) Collect data on attendance, student achievement, student code of conduct violations, and school incidents; d) Collect surveys from the school leadership to document satisfaction with the program .
9. Adhere to D.H.D.C. Personnel Policies and Procedures and Code of Ethics
10. Perform all other related duties as assigned by immediate supervisor.

This position will remain open until a qualified applicant is identified.

All interested applicants please send all resumes to:

Detroit Hispanic Development Corporation

Human Resources

1211 Trumbull

Detroit, MI 48216

(313) 967-4880 Fax: (313) 967-4884

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