New Jersey Community Development Corporation (NJCDC)

Title: Youth Development Specialist/Residential

Location: 32 Spruce Street, Paterson, NJ 07501

Job Type: Full-Time (Entry Level)

Compensation Type: Salary

Start Date: ASAP

Job Description: New Jersey Community Development Corporation is a multi-faceted community development and social service agency providing opportunities to transform lives in Passaic County. Elm Street is a supported housing program for youth ages 18-21 that have a disability and are either homeless or aging-out of foster care. We are seeking a dynamic individual to serve as a Youth Development Specialist.

Primary Responsibilities:

- Implementing Individual Service Plan (ISP) teaching/training schedule
- Ensuring that ISP goals and objectives are being addressed and that anticipated outcomes are being documented, monitored and met
- Teaching skills as per the ISP and in accordance with established methods
- Ensuring the timely and thorough completion of program documentation as required by state licensing standards, agency policy and procedures and quality assurance guidelines
- Reviewing the daily logs, medication logs, communication log, activity sheets, and incident reports at the beginning of each shift
- Coordinating resident transportation
- Participating in house and staff meetings on a monthly basis
- Providing emergency residential shift coverage during staff shortages, as needed

Qualifications:

- Bachelor’s Degree in a human services field with one to three years of experience working with young
- Excellent organizational skills
- Ability to work effectively independently or as a member of a team
- Excellent interpersonal, verbal and written communication skills
- Valid driver’s license
- Computer skills are also essential, with experience with Microsoft Word, and Excel, preferred

Application Instructions: Send your resume with a cover note telling us a little about yourself, your skills, and experience to: Human Resources at careers@njcdc.org. Please include “Youth Development Specialist” in the subject line of your email.

About the Organization: New Jersey Community Development Corporation (NJCDC) is a non-profit community development and social service agency located in the City of Paterson with a mission of creating opportunities to transform lives. We employ over 100 individuals performing a wide variety of community development, youth development, educational, supportive housing and social service functions, collectively impacting hundreds of lives each day. You can find out more about us by visiting www.njcdc.org.

Disclaimer Information: New Jersey Community Development Corporation is an Equal Opportunity Employer.