

## Position Description

**Position Title:** Youth Development Specialist  
**FLSA Status:** Exempt; Full-time  
**Location:** Hilo, Kona, Wai`anae  
**Reports to:** Ohana Services Team Lead

### Position Summary

The Youth Development Specialist will plan, arrange, and organize programs. Provide professional casework/case management, as well as group work or direct development services. Collaborate and partner with the community to facilitate and coordinate the organization's effort to fulfil the Queen's mission to care for and ensure the wellbeing of the most vulnerable Native Hawaiian children and their families.

### Essential Job Functions

- Collaborates with beneficiaries and communities to strengthen their abilities to become healthy, strong and contributing members.
- Develops and implements outcome-based programs.
- Monitors, evaluates and makes recommendations to modify programs to ensure target goals are met.
- Provides counseling to assist LT's beneficiaries addressing a variety of concerns and works closely with others across the system to create a change that is sustainable.
- Provides mentorship and support to assist participants in addressing presenting issues and motivate youth in their decision making process.
- Collaborates with teammates to identify problems affecting Hawaiian children and families, building on their strengths. Helps build the capacities of families, groups and communities.
- Documents progress on service plans and completes evaluations.
- Provides long and/or short term case management services.
- Provides youth and family services to support programmatic needs as required.
- Contributes to LT's success by accepting new assignments, helping team members, learning new skills, and strives to improve team and organization results.
- Understands, complies and supports LT's policies, procedures, and mission.

### Qualifications

- Master's degree in social work, human/social services, sociology, or psychology or other relevant field. Or an undergraduate in related field with at least three years of relevant experience will be considered.
- At least 2 years experience in planning and implementing youth programs. Knowledge of youth development.
- Ability to work with the most vulnerable population.
- Ability to make accurate assessments, communicate effectively orally and in writing, and interact effectively with clients/beneficiaries and other professionals.
- Experience working with at-risk youth and work experience in human services or educational setting.
- Knowledge of community resources and services.
- Must be able to work collaboratively with multi-disciplinary teams.

### **Licenses or Certifications**

- Valid driver license, clean traffic abstract, and access to a privately owned automobile with valid no-fault insurance.
- Required to have a TB clearance.
- First Aid and CPR/AED Certification, preferred but not required.

### **Organizational Competencies:**

- **Alignment with Queen’s legacy:** Understanding and appreciation of Queen Lili`uokalani's story, her legacy and the Hawaiian Culture is foundational to staff’s commitment to working with our Hawaiian children, families and communities. Demonstrates respect for and appreciation of Hawaiian values history, and culture, understanding its implication in one’s work, in fostering meaningful relationships, and in embracing the community served.
- **Ho`omau i ka `imi Na`auao (Continuous Learning and Improvement):** Committed to creating and reinforcing an environment of continuous learning and improvement.
- **Ho`ike i na Mana`o Pono (Effective Communication):** Communicates with those we serve and each other in a consistent manner that results in mutual understanding, harmony, and action.
- **No'ono'o loi (Critical Thinking and Problem Solving):** Actively and skillfully understands, conceptualizes, applies, analyzes, synthesizes, and/or evaluates information and develops and supports fact-based analyses and recommendations
- **Ho'o kumu a'e or `Imi hakuha (Innovation):** Identifies and integrates creative ideas into new or existing services and promotes effective problem-solving.
- **Pilina Ho`ohana a me ka Hana Hilina`i (Building Relationships and Creating Trust):** Manages relationships to create optimal opportunities and move the organization forward.
- **Alu Like I ka Hana (Teamwork):** Works cooperatively and collaboratively with others throughout the organization in alignment with the organization's objectives.
- **Ho`onui I ka `Ike (Capacity Building):** Encourages personal growth by exhibiting trust and a belief in the capacity of others.

### ***PHYSICAL REQUIREMENTS***

Performs light physical work, including climbing, stooping, kneeling, crouching, reaching, and lifting up to 25 pounds. Exposed to outdoor climate and diverse terrain.

### **Terms and Conditions of Employment**

As a condition of employment, employee will be subject to LT’s policies and procedures.