



City of Winooski

Vermont's Opportunity City

27 West Allen Street
Winooski Vermont 05404
802 655 6410
winooski.vt.gov

Human Resources Department Job Description

Youth Interventionist

The Youth Interventionist works to serve as the first contact once a juvenile's behavior exceeds the Restorative Justice interventions at school and rises to the level of referral from the School Resource Officer. Similarly, juveniles who are referred for incidents outside of school would also be initially referred to the Youth Interventionist. This position works closely with the School Resources Officer and Community Services. In all instances the Youth Interventionist seeks to address not only individual and community harm, but also external factors that led to the behaviors that precipitated the referral.

Funding Source: 100% General Fund

Major Responsibilities¹

Percent of effort ²	Responsibility ³
40%	Manages an alternative system for handling and referring low level incidents involving juveniles in Winooski. Serves as the first point of referral for juvenile infractions. Determines which courses of action to take, including parent-child meetings, meetings with school officials, individual conferences, group conferences, or referral to external agencies.
25%	Work together with Community Services and community partners to determine not only what interests our widely diverse populations, but also how to bring them together for organized activities in spaces where they're welcome and safe.
20%	Collaborate with the Winooski Partnership for Prevention.
10%	Case management.

Minor Responsibilities (5%)

- Maintains high level of knowledge related to department operations by attending trainings, meetings, and reading job-related materials.
- Minor Administrative tasks such as time sheets are completed in a timely and accurate manner.
- Participate in the continuous improvement of the City of Winooski by identifying concerns, and offering solutions.
- Provide a high level of customer service to both internal and external customers.

¹ Major Responsibilities are the essential functions that the individual who holds the Position must be able to perform unaided or with the assistance of reasonable accommodation.

² Approximate amount of total effort, listed from largest to smallest.

³ State the condition that appears when the responsibility is complete.



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- Support the City's commitment to equity and cultural competency.
- Encourage and participate in professional development and training activities.
- Demonstrate commitment to the City Team by learning about other departments and working collaboratively in cross functional areas.
- Work in alignment with the City's Strategic Vision Plan, and maintain an active role in the team effort required to achieve those goals.

Position Type: Classified / Part-Time / Regular / Non-Exempt

Compensation and Schedule: Grade 3 / Less than 28 hours per week.

Emergency Response and On Call Requirements - None

Reporting Structure: Reports to Community Services Director / Direct Reports (None) / Indirect Reports (None)

Minimum Job Skills, Knowledge, Skills, and Aptitudes, and Qualifications

- High School Diploma or GED and/or 1 year or more experience in family and youth services.
- Degree or experience in case management a plus.
- Ability to work in a fast-paced environment with a high degree of accuracy.
- Excellent customer service skills and is able to work cooperatively in stressful situations with difficult personalities.
- Ability to work across cultural lines to build rapport with residents who seek services from the City of Winooski.
- Ability to work independently in a proficient manner.

Post offer Pre-Employment Screening: Employment reference check, criminal background check

Physical and Mental Requirements - These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation. Internal work may include occasional work performed in climate-controlled office environments and/or outdoor locations, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases ranges from limited to frequent. Noise level is moderate but may be amplified in certain conditions.



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ability to move distances within or
ability to work evening hours
analysis/comprehension – moderate
bending, kneeling, squatting
between locations
carrying (up to 40 pounds)
clear speech
clerical
contact with others via phone and email
dexterity with hand and finger
dirt/dust
exposure heat/cooling systems typical with
indoor work
face-to-face contact
hearing/listening
inside

judgment/decision making
lifting (up to 40 pounds)
math skills - moderate
moving objects
noise, moderate to loud
pushing/pulling
reading - basic
seeing
sitting
standing
touching
use of basic office equipment
verbal contact w/others
works with others
writing - basic

Last Updated February 22, 2023

Job Title, Job Purpose, and Funding Source Approved By City Council