



Main Office:  
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[www.LC4YF.org](http://www.LC4YF.org)

**Job Title:** Intervention Coordinator  
**Location:** LC4YF and local schools  
**Reports To:** Intervention Manager  
**FLSA Status:** Exempt, full-time  
**Date Prepared:** 11/15/2021

### POSITION SUMMARY

This position will provide services at elementary schools within the Forest Lake School District area as a part of the Intervention program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Work with students in a small group setting at elementary schools as determined to fulfill grant requirements such as, but not limited to, "lunch bunches", health and social studies standards, and internal community service programs.
- Analyzing and assessing needs on micro (individual students) and macro (school system) level
- Collaborate with school teachers and school staff.
- Comply with district/school policies and practices
- Comply with agency privacy standards/best practices
- Work with the Intervention Manager to evaluate the program and its progress.
- Provide information and statistics for report and grants as needed
- Attend and participate in community events as appropriate

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions, unless they constitute an undue hardship.

- Excellent customer service and interpersonal skills
- Able to work independently; attention to detail; organization and time management skills
- Excellent oral and written communication skills
- Ability to work with youth individually, in small groups, and in large groups
- Ability to de-escalate situations
- Computer knowledge: Microsoft Office 365
- An active driver's license, reliable transportation, and active vehicle insurance
- Passing a national criminal background check

### EDUCATION and/or EXPERIENCE

- Bachelor's Degree in Social Work, Education, or related field
- Minimum of one year working with youth and families preferred

**LANGUAGE SKILLS**

This individual must have the ability to read and interpret documents in English to write routine reports and correspondence, and to speak effectively with volunteers, clients, donors, parents/guardians, school staff and employees of LC4YF.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and create and/or interpret spreadsheets and graphs.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job.

This position may involve in-office work and include long periods of sitting. While performing the duties of this job, this individual is also frequently required: to stand, talk and hear, use hands and fingers, handle, or operate objects, tools, or controls, and to reach with hands and arms. Some local travel will be required. This individual is also required to interact with a computer, and communicate with peers, co-workers, clients, family members/guardians and school staff.

This individual must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, depth perception, and the ability to adjust focus. Extended computer viewing and keyboarding required.

This is a full-time position. Some flexibility in hours is allowed, but this individual must be available during the "core" work hours. Evening and/or Saturday work may be required. Working remotely is a possibility for some components of this position.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to moderate noise.

**This job description may not list all the duties of the job. The individual performing this job may be asked to perform other duties. This position will reviewed and may end or be continued as determined by the Executive Director.**

**LC4YF has the right to revise this job description at any time. The job description does not constitute an employment agreement between LC4YF and employee and is subject to change by LC4YF as the needs of LC4YF and requirements of the job change. Either the individual or LC4YF may terminate employment at any time, for any reason.**

**EMPLOYEE’S CONFIRMATION**

I have read and received a copy of this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date