



INTER-OFFICE MEMO

Date: July 17, 2012

To: For the Record

From: Samuel P. Clark, Chief Operations Officer

RE: Job Descriptions

I have conducted an annual review of all of the Job Descriptions. I approve of all revisions and the additions made since the last review. Additionally, I attest that all Job Descriptions are available on the Intranet and the applicable description may be found in the employee personnel file.

1-17-12

Samuel P. Clark, Chief Operations Officer

Date

cc: Intranet
Peggy Vickers, Regional Coordinator

MISSION

"Strengthening Communities by Building Strong Families"

YOUTH SHELTER

Short-term residential care for youth in crisis

Interface Youth Program

Truancy Services

Safe Place

COUNSELING

Services for troubled youth and their families

Family Action

PREVENTION

Educating the community, focusing on substance abuse, and reducing juvenile crime with a focus on high-risk youth

Drug Free Community Coalition Partners

Independent Living

Evidenced-Based School Prevention Programs

Reichert House

Spotlight on Youth

Youth Talk



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