



**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

INTER-OFFICE MEMO

Date: July 15, 2016

To: For the Record

From: Samuel P. Clark, Chief Operations Officer

Re: Annual Review of Job Descriptions

I have conducted an annual review of all of the Job Descriptions. I approved of all the revisions and the additions made since the last review. Additionally, I attest that all Job Descriptions are available for review at all program sites and on the CDS Intranet.

Samuel P. Clark, Chief Operations Officer

7/15/16

Date

cc: Intranet



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