## 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.

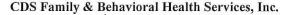
Samuel P. Clark, Chief Operations Officer

7/15/16 Date

cc: Intranet

Strong Families





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