

THE CENTER FOR YOUTH JOB DESCRIPTION

TITLE: Assistant Director of Counseling and RHY Programs

SUPERVISED BY: Director of Counseling and RHY Programs

OVERVIEW: The Assistant Director oversees The Center's Maternity Group Home, Counseling, Safe Harbour, and Street Outreach Programs. This includes supporting and supervising the Program Managers; monitoring and evaluating direct service delivery; implementing ongoing quality improvements; assuring compliance with policies and procedures, and adherence to funder requirements and regulations.

The Assistant Directors also participate in the On-Call RHY Supervisor rotation (1 week, every 6-7 weeks). This emergency response system is intended to provide after-hour and weekend support to all RHY residential programs.

ESSENTIAL FUNCTIONS AND EXAMPLES OF DUTIES):

- Monitors and supports Program Managers in fulfilling personnel functions, staff supervision, development of performance standards, performance reviews, and disciplinary actions
- Plans, develops, and implements evaluation and assessment of services
- Develops and implements services consistent with the agency's mission and philosophy
- Provides leadership, coordination, and integration of RHY services and other agency services
- Monitors program contract objectives
- Participates in the development and evaluation of the program management plan
- Participates in the orientation of new staff
- Provides support in the development of agency grants and responds, as requested, to funder requests and needs
- Ensures client safety and quality of care through compliance with all state, federal, and local regulations governing the operation of RHY programs, including certification, record keeping, reporting, and evaluation requirements
- Actively networks and participates with other provider agencies and collaborations
- Provides other responsibilities and assigned

EMPLOYMENT GUIDELINES:

Is youth-friendly, positive, and possesses significant knowledge of:

- issues relating to runaway/homeless youth, adolescent development and behaviors, outreach, and residential services
- counseling and case management (individual and group)
- basic and independent life skills
- youth-serving systems
- community resources
- partnerships and collaborations
- adolescent development including positive youth development, asset development, risk reduction, and protective factors
- communication and conflict resolution skills
- program development and assessment skills

- staff supervision and development
- quality assurance methods

Possess the ability to:

- structure, organize, and chair meetings and work groups
- work with diverse community groups and educators to build partnerships to meet youth and family needs
- be sensitive to and appreciate cultural differences
- manage and evaluate programs and services

CULTURAL COMPETENCY:

The Center delivers programs and services to youth and families across Monroe County who represent many racial, cultural and geographic groups. The Center ensures understanding and values differences in people of diverse cultures, ethnic origins, sexual orientations, disabilities, and beliefs. All staff are required to attend cultural competency workshops and training and to enhance their own understanding of cultural diversity continually. The Center Performance Appraisal, administered annually, provides an opportunity for staff to evaluate how they integrate culturally competent practices into everyday work.

PHYSICAL REQUIREMENTS:

Candidates must be autonomously mobile in providing easy access to services.

QUALIFICATIONS:

- Master’s Degree in Social Work, Counseling, Psychology, or related field *and* 3 years related experience **OR** Bachelor Degree in above areas *and* 5 years related experience
- A minimum of 3 years of supervisory experience, preferably in a counseling or residential program.
- Must have access to a reliable vehicle and telephone
- Must possess a valid Driver’s License with driving record acceptable to our agency insurance carrier
- Must carry minimum auto insurance coverage of Bodily Injury: \$100,000 per person/\$300,000 per accident and Property Damage: \$50,000

COMPUTER SKILLS RECOMMENDED:

PROGRAM	SKILL LEVEL
Microsoft Office & OneDrive	Intermediate
Word & Excel	Intermediate

Rev. 2/23

The Center for Youth provides equal opportunities for employment.

THE CENTER FOR YOUTH JOB DESCRIPTION

TITLE: Associate Director of Counseling & Runaway and Homeless Youth Services
SUPERVISED BY: Director of Counseling & RHY Services

OVERVIEW:

The Associate Director is a 12-month position that assists the Director of Counseling & RHY Programs in the responsibilities of development, training, quality assurance, and youth voice in programming. The Associate Director will help ensure that all of the department's activities are consistent with The Center's mission and philosophy and will be part of the agency's Counseling and Runaway and Homeless leadership team. Specifically, they will develop and implement onboarding and training for staff that provides ongoing professional development and ensures high-quality service delivery. They will also coordinate and support interns across RHY programs. This position assists the Director with reporting, grant writing, and overall program development. The Associate Director participates in the On-Call Manager rotation schedule and is also expected to support the Managers on-call during emergencies and vacancies when needed.

The Associate Director is also responsible for implementing youth voice throughout Counseling and RHY programming. This includes identifying opportunities to partner with young people accessing services to amplify their voice in program development and service delivery and supporting the Speakers Bureau training and Youth Advisory Board.

ESSENTIAL FUNCTIONS AND EXAMPLE OF DUTIES:

- Develops and implements the orientation of new staff and ongoing staff professional development
- Plans, develops, and implements ongoing evaluation and assessment of RHY services
- Coordinates and supports interns across RHY programs
- Develops and implements opportunities for incorporating youth voice throughout department programming
- Oversees the implementation of the Youth Speakers Bureau and Youth Advisory Board
- Monitors program contract objectives and assists with data collection and analysis
- Provides support to the Director in the development of agency grants and response to funder requests and needs
- Ensures client safety and quality of care through compliance with all state, federal, and local regulations governing the operation of RHY and Counseling programs, including certification, record keeping, reporting, and evaluation requirements
- Actively networks and participates with other provider agencies and collaborations
- Provides other responsibilities as assigned by the Director.

EMPLOYMENT GUIDELINES:

- Possess significant knowledge of:
 - < issues relating to runaway/homeless youth, adolescent development and behaviors, outreach and residential services
 - < youth-serving systems
 - < community resources
 - < partnerships and collaborations
 - < adolescent development including positive youth development, asset development, risk reduction, and protective factors
 - < curriculum development and methods of group work
 - < communication and conflict resolution skills
 - < program development and assessment skills, and
 - < staff supervision, staff development, and quality assurance methods

- Possess the ability to:
 - < structure, organize and chair meetings and work groups
 - < research and design early intervention and prevention service initiatives and evaluation methods
 - < establish and maintain positive working relationships with coworkers, youth, parents, school administrators, faculty and other community agencies
 - < work with diverse community groups and educators to build partnerships in meeting youth and family needs
 - < be sensitive to and appreciate cultural differences, and
 - < manage and evaluate programs and services

CULTURAL COMPETENCY:

The Center delivers programs and services to youth and families across Monroe County who represent many racial, cultural and geographic groups. The Center ensures understanding and values differences in people of diverse cultures, ethnic origins, sexual orientations, disabilities and beliefs. All staff are required to attend cultural competency workshops and trainings and to continually enhance their own understanding of cultural diversity. The Center's Performance Appraisal, administered annually, provides an opportunity for staff to evaluate how they are integrating culturally competent practices into everyday work.

PHYSICAL REQUIREMENTS:

Candidates must be able to be autonomously mobile in providing easy access to services for agency and populations served

QUALIFICATIONS:

- Master's Degree in social work, counseling, psychology or related field and 3 years related experience **or** Bachelor's Degree in above areas **and** 5 years related experience.
- A minimum of 3 years of experience in staff development and supervision and quality assurance/program development.
- Must have access to a reliable vehicle and telephone.
- Must possess a valid Driver's License with driving record acceptable to our agency insurance carrier.
- Must carry minimum auto insurance coverage of Bodily Injury: \$100,000 per person/\$300,000 per accident and Property Damage: \$50,000.

COMPUTER SKILLS RECOMMENDED:

PROGRAM	SKILL LEVEL
Microsoft Office	Intermediate

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