



Town of Needham Massachusetts

| | | |
|-------------------------|-------------------------------------|-------------------|
| Town of Needham | Director of Youth & Family Services | |
| Health & Human Services | Grade: K-23 | Status: Full-Time |

Overview: The Director of Youth and Family Services is a professional human services position responsible for the development, implementation and delivery Health and Human Services programs and activities to meet the mental health, wellness, and youth engagement needs of the community. The Director of Youth and Family Services serves under the direction of the Director of Health and Human Services and with the policy guidance of the Youth Commission. The Director maintains oversight of programs, staffing, grants, donations, and budgets, while collaborating with community groups, departments and agencies for the delivery of services. He or she is a trained clinician who provides counseling and treatment, including emergency and crisis counseling, and directs a team of staff clinicians and clinical consultants who provide similar services.

Duties: The Director of Youth and Family Services plans, organizes, evaluates, and directs the activities of the Youth and Family Services Division. He or she takes a lead role in developing and enhancing the mental health and wellness of Needham, and through extensive outreach fosters efforts to enhance the sense of community present throughout the Town of Needham and the Needham Public Schools. The Director serves as an advocate for mental health and wellness, and articulates values of inclusion, support, and youth and family engagement; he or she is a prominent voice in Needham leading conversations about mental health and well-being. Critically, the Director serves as an on-call resource for families and youth in crisis both during and outside of the typical government operating hours; he or she is a resource during nights, weekends, and holidays.

Leadership and Partnerships

The Director provides professional leadership and represents the division and the Youth Commission to Town, regional, state, and federal authorities, community partners, and the media. In particular, he or she is a critical member of the Needham's Community Crisis Intervention Team (CCIT) and will help to develop and implement a new Diversion Program in concert with the Public Health Division, the Needham Police, and the Needham Public Schools. The Director chairs or co-chairs the Suicide Prevention

Coalition, and is valued member of the Domestic Violence Action Committee (DVAC), the Substance Prevention Alliance of Needham (SPAN), and other youth and family related boards and committees.

The Director will work with the Youth Commission and attend their monthly meetings. The Director will advise the Commission on programming and anticipated needs. The Director manages and directs the Forde Awards as well as the RAY of Hope Awards, the latter in concert with the Needham Business Association. He or she coordinates Youth Commission meetings, and will attend meetings of the Board of Selectmen, Finance Committee, Town Meeting, and other boards and committees when appropriate. The Director of Youth and Family Services will perform other duties as assigned.

Clinical and Therapeutic Activities

The Director is a trained clinician/therapist, and engages in individual, family, and group counseling sessions, including emergency and crisis counseling. He or she directs a team of staff clinicians and clinical consultants who provide similar services. He or she is a mandated reporter for all physical, sexual, and emotional abuse cases, as defined in M.G.L. Chapter 119, Section 51A.

The Director makes decisions to refer clients when appropriate, and organizes and directs the therapeutic and counseling processes to ensure assessments, treatment plans, records, and reports are all developed according to industry standards and are maintained in a secure and confidential manner.

Programs, Seminars, and Workshops

The Director oversees programs and activities which cover the full-spectrum of youth and family services, including educational programs, social-emotional well-being workshops, recreational activities, youth volunteer initiatives, and seminars on family dynamics and parenting challenges.

He or she identifies and prioritizes community needs through input from residents, clients, staff, board members, other town departments, and through the analysis of statistical data and participant surveys and evaluations. The Director plans and develops daytime, evening, and weekend educational and recreational programs and workshops on youth and family issues through collaboration with area universities, hospitals, local non-profit agencies, and other Town Departments.

Advocacy and Education

The Director participates in the development of advocacy efforts related to youth and family issues at the local, state, and national levels. He/she develops and sustains positive and collaborative relationships with government agencies, service providers, and community groups by attending meetings, and serving on committees.

Management and Oversight

The Director oversees a team of clinicians including social workers, counselors, and therapists with expertise in issues including domestic violence, mental health and suicidality, and substance use prevention. The Director manages a division of 3.4 FTEs, and oversees dozens of youth volunteers, a graduate intern, and a clinical intern.

Budget, Finance, and Evaluation

The Director is responsible for developing and recommending operating and capital budgets, ensuring that the division operates within its approved budget, establishing and maintaining appropriate records, reports, and other required documentation, and assessing the division's performance in relation to established goals.

The Director identifies and applies for funding in the form of stipends and grants, maintains appropriate records and reports, ensures appropriate accounting for grant funds as prescribed, and oversees the data gathering, evaluation, and statistical analysis functions of Needham's Youth and Family Services Division.

Personnel

In conjunction with the Human Resources Department, the Director assists with the recruitment, selection, hiring, and training of staff members; he/she makes promotional, separation, salary, and other personnel recommendations.

The essential functions or duties listed are intended as illustrations of various types of work to be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, and logically related to the position. The position functions as a part of the overall municipal team to ensure effective and efficient municipal operations.

Experience: Position requires five (5) to seven (7) years of professional experience in counseling, mental health promotion, or social service coordination, and at least three (3) years of that professional experience shall have been in a management or supervisory capacity.

Required Education and Credentials: This position requires a bachelor's degree in combination with a master's degree, a master's plus CAGS, or a doctoral degree in psychology, social work, mental health counseling, or a related field. This position also requires active and valid Commonwealth of Massachusetts licensure as a licensed independent clinical social worker, a licensed mental health counselor, a licensed psychologist, or a similar type of licensure as a clinical/counseling professional, or the ability to attain such licensure within a period of time as to be determined by the Director of Health & Human Services.

Independent Action: Responsibilities include establishment of short and long-range plans and objectives within the scope of the Youth Commission policies and Health & Human Services Department goals. The Director also develops budget proposals, maintains an operating budget and a donation account, and applies for grants and stipends to support program development and delivery.

Supervisory Responsibility: Director oversees full-time and part-time staff equivalent to 3.4 FTE's, contractors, clinical consultants, and youth volunteers.

Physical and Environmental Standards:

- Normal office environment, not subject to extremes in temperatures, noise, odors etc.
- Regular interruptions to assist citizens. Interruptions for family or youth crisis may occur at all-hours and on nights, weekends, and holidays.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.
- Some travel by personal automobile within the state.

Other Requirements:

Position requires possession of a valid state-issued driver's license.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and the requirements of the job change.