

TOWN OF STONINGTON
JOB DESCRIPTION
YOUTH AND FAMILY SERVICES ADMINISTRATOR

NATURE OF WORK:

This is a responsible, professional, and administrative work developing, implementing, supervising and evaluating education, social and counseling services for residents. Coordinates community and participates in regional collaborations to identify the needs of residents and to advocate for improved and increased service delivery systems. Provides crisis intervention or case management to residents. Serves as the Municipal Agent for children under state law. The position requires the use of independent judgment, initiative, and supervisory skills.

SUPERVISION RECEIVED:

Work is performed under the direction and/or administrative guidance of the Director of Human Services and/or the First Selectman in accordance with prevailing policies, laws, regulations, and rules. Work is reviewed through conferences, reports, and observations of results achieved for overall program effectiveness and efficiency.

SUPERVISION EXERCISED:

The Youth and Family Services Administrator provides operational supervision to departmental staff, volunteers and intern / extern students.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Plans, organizes and directs the Town of Stonington's Youth Services program.

Assists in planning, preparing, and administering the department budget and works with State agencies to seek grants and funding to support programs and special projects.

Provides training to part-time staff and volunteers.

Provides administrative and technical assistance to the Stonington Prevention Council and Juvenile Review Board. Works with school system, policy department, community center, juvenile court system, businesses, and non-profit organizations on program development and individual cases.

Conducts intake assessments, interviewing children and/or the family. Determines child, youth and/or family needs relating to health, safety, education, counseling and related programs.

Analyzes the family's financial data and life circumstances computing a budget to determine eligibility for counseling and related programs. Makes referrals for appropriate support services.

Performs Case Management including the development of an assistance plan and ongoing interview sessions with the child, youth and/or family, evaluation of programs, and periodic reviews of the family situation to determine continuing eligibility.

Prepares and maintains accurate, detailed, confidential, continuing case histories, case records and related files. Prepares narrative and statistical reports.

Works with counterparts in regional towns to develop inter-town programming.

Mobilizes community resources to address youth problems, which includes helping to strengthen existing resources and develop new ones, and promoting positive programs to remedy delinquency such as counseling services, parenting education classes and peer tutoring.

Provides crisis intervention and support to individuals and families and makes referrals when appropriate, including the reporting of suspected abuse or neglect situations to the Director of Human Services and other proper authorities. Acts as an advocate of youth in pre-hearing or pre-sentence proceedings in Court.

Promotes programs by speaking to groups, producing and distributing quarterly newsletter and working with the media.

Participates in professional human services organizations and training to keep current on administrative and service delivery developments as well as changes of value to Town government.

Regular attendance is a requirement of this position.

Establishes and maintains appropriate working relationships with State and Federal officials, Town officials, public offices, the general public, consultants, other departments and agencies and co-workers.

OTHER JOB FUNCTIONS:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Performs related work as required.

REQUIREMENTS OF WORK:

Education, Experience & Training:

The education, experience and training required would generally be acquired with a Bachelor's degree in human services or related field with supporting course work in business, community health, education, case management, psychology, counseling, social work, childhood development, or family therapy; six (6) years of increasingly responsible experience in youth casework, counseling, or group work services, including some supervisory experience; or any equivalent combination of training and experience that provides the following knowledge, skills and abilities.

Criminal background and driving record checks required prior to employment.

Means of transportation.

Knowledge, Skills & Ability:

Thorough knowledge of counseling and the human behavior of diverse groups with emphasis on youth.

Considerable knowledge of laws, regulations and eligibility requirements pertaining to Federal, State and local human services assistance programs for youth.

Considerable knowledge, skill and ability in direct counseling, group process, social service and family dynamics, ability to relate effectively to youth, and the ability to gain and maintain the respect of youth and adults.

Considerable knowledge of the principles and practices of youth counseling and family and group therapy.

Knowledge of effective supervisory practices. Possess management skills required to supervise, delegate and share responsibilities; ability to adjust and exercise such skills in an environment where priorities constantly change.

Skilled in program development, promotion, implementation and evaluation.

Ability to comprehend complex human problems and to devise appropriate solutions within available resources.

Ability to prepare unit budget and manage within allocations authorized.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization may exist.

Ability to follow written and oral instructions, to organize and express thoughts and

ideas, orally and through written communications, to present oral and written reports with clarity and to plan, prepare and make presentations.

Ability to plan, organize, administer and coordinate community service programs, which requires a general knowledge of community organizations and resources.

Ability to regularly engage in employment related activities outside normal business hours, i.e., evening meetings, emergencies, etc. (This is highly responsible, professional and administrative work and as such is expressly exempted by the Fair Labor Standards Act and related state laws from the requirement of paid overtime).

Considerable ability to relate to, and communicate with youths and adults, on an individual and group basis, youth services agencies, educational facilities, state officials, service organizations, clergy, policy and court officials, and to act as a liaison between the youth and/or the family and these agencies.

Considerable ability to establish and maintain effective working relationships with associates, co-workers, supervisors, subordinates, youth, the general public and a variety of public, private, social agencies, including Human Services agencies, schools, police, court, municipal and state systems.

Ability to adapt to varying work situations and establish and maintain harmonious working relationships with others is also required.

Ability to communicate effectively both orally and in writing. Ability to give oral and written instructions in a precise, understandable manner, as well as the ability to follow oral and written instructions.

Ability to prioritize, organize and perform work independently; ability to make decisions and act quickly; and the ability to adjust quickly to changing priorities in a sometimes stress environment.

Ability to write concisely, to express thoughts clearly and to develop ideas in logical order is required. Information provided orally must be accurately recorded.

Ability to assure confidentiality and protect the integrity of the Town of Stonington.

Possess qualities of flexibility, independence, resourcefulness and motivation.

Excellent working knowledge of the needs of adolescent population.

Ability to read and interpret professional journals and governmental regulations, write standards reports and correspondence, and effectively present information in one on one and small group situations.

Ability to work harmoniously, cooperatively and courteously with others at all times.

Ability to maintain a calm manner in stressful and/or emergency situations and an ability to adapt to varying work situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be performed by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must hold a driver's license and be able to operate a motor vehicle. The employee is frequently required to sit, stand and walk for prolonged periods of time. The employee is frequently required to talk; hear; use hands to finger, handle or feel equipment, objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required on the job include close vision and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee must be free from mental and/or physical disorders, which would interfere with the performance of duties, as described. The employee must be able to interact with people who are under physical and/or emotional stress as well as the ability to maintain a calm manner in stressful and emergency situations. Employee may occasionally have to function in situations where subjected to aggressive verbal and/or physical behavior.

NECESSARY SPECIAL REQUIREMENTS:

Must possess and retain a valid Connecticut Motor Vehicle Operator's License. Must be certified / registered / approved per Statutory Regulations to serve as Municipal Agent for children.

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