

YOUTH & FAMILY SERVICES ADMINISTRATOR

Full Time - 35 hrs/week. Union position. Works under the direct supervision of the Director, Human Services. Hiring range \$53,030-\$61,389 w/benefits. Bachelor's degree in Human Services or a related field is required. A minimum of 6 years increasingly responsible experience in youth case work, counseling or group work services including some supervisory experience is required.

Administers the development, implementation, education and social and counseling services for residents. Coordinates and participates in community and regional collaborations to identify the needs of residents and to advocate for improved and increased service delivery systems. Provides crisis intervention and/or case management to residents in addition to serving as the Municipal Agent for children under state law.

Examples of essential job functions include:

- Plans, organizes and directs the Town of Stonington's Youth & Family Services programs
- 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 administrative and technical assistance to the Stonington Prevention Council and Juvenile Review Board
- Works with the school system, policy departments, 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 while determining needs relating to health, safety, education, counseling and related programs

Thorough knowledge of the following:

- Counseling and the human behavior of diverse groups with emphasis on youth
- Laws, regulations and eligibility requirements pertaining to Federal, State and local human services assistance programs for youth
- Principles and practices of group processes, social service, family dynamics, youth counseling and family/group therapy

Must possess and retain a valid CT Motor Vehicle Operator's License. Must be certified/registered/approved per statutory regulations to serve as Municipal Agent.

Background and credit checks will be preformed. **The Town of Stonington conducts a urinalysis drug test as part of the hiring process. The urinalysis drug test will be performed using a reliable methodology. The results of any such test shall be confidential and shall not be disclosed by the employer or its employees to any person other than any such employee to whom such disclosure is necessary; the results shall be maintained along with other employee medical records.**

Resumes are now being accepted in the Administrative Services Department, Stonington Town Hall, 152 Elm Street, Stonington, CT 06378 and must be received by 3:30 pm on Friday, March 11th 2016.

E-MAIL OR FAX RESUMES WILL NOT BE ACCEPTED. The Town of Stonington is an EOE.