

TOWN OF WAYLAND POSITION DESCRIPTION

Title:	Assistant Youth Director/Clinical Supervisor
Department:	Youth and Family Services
Appointing Authority:	Youth Advisory Committee
Affiliation:	AFSCME
Grade:	G7
Personnel Board Approved:	4/27/99
Personnel Board Revised:	7/17/17

Summary of Duties

Professional, psychological administrative, supervisory and social service work in implementing programs to serve the Town's youth; all other related work as required.

Supervision Received

Works under the policy and administrative direction of the Youth and Family Services Director.

Performs assignments of a unique and diverse nature, requiring the application of established practices and procedures to problems.

Supervision Exercised

Supervises part-time employees and part-time intern(s).

Job Environment

Work is performed under typical office conditions, as well as in homes, schools, and other community settings; at times, clients may be emotionally volatile, suicidal or potentially violent. May be required to work evenings when needed.

Operates an automobile, computer and standard office equipment.

Makes frequent contact with clients and school staff; occasional contact with houses of worship, and other community agencies, the Police Department and other Town departments; contacts are made in person, by phone and through email.

Has access to confidential clinical files.

Errors could result in monetary loss and lower standards of service to the community; failure to recognize suicidal and violent behavior could result in personal injury and have legal repercussions; failure to safeguard protected health information and to follow other ethical standards may result in harm to the client and result in legal repercussions.

Essential Functions

The essential functions or duties listed below 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.

Provides short-term and long-term counseling for individuals, groups, and parents for family counseling regarding such issues as behavior problems, mental and emotional illness, substance abuse, divorce, loss, academic difficulties and social adjustment.

Provides crisis intervention for children, adolescents and parents by way of emergency call services and appointments.

Assesses new cases, may make treatment recommendations or appropriate referrals; responds to all requests that come in to the Department for clinical services; provides information and referrals.

Assigns new cases; is responsible for the clinical supervision of Department staff.

Provides crisis intervention for youth and adolescents by way of emergency call services and appointments.

Provides consultation and collaborates with community groups and School Department staff, and Youth Officer.

Implements community education and prevention programs; consults and supports other community agencies.

Consults and provides support to school personnel on a case-by-case basis.

Trains and supervises interns.

Collaborates with community groups and school staff in program planning.

Performs administrative duties such as clinical reports and record keeping; performs office support functions; manages protected health information in a manner consistent with legal requirements.

Pursues ongoing education to maintain competency and awareness of developments in the fields of behavioral science.

Performs departmental administrative duties in the absence of the Director.

Performs similar or related work as directed, required or as the situation dictates.

Recommended Minimum Qualifications

Education:

Master's Degree in social work, psychology, or a related field.

Experience:

Minimum of 3 years of experience working with children, adolescents and families; supervisory experience preferred; experience in providing clinical supervision, individual group and family therapy and crisis intervention services.

License/Certificate:

Must possess a valid driver's license to operate a motor vehicle.

Professional Massachusetts clinical license; independent license.

Knowledge, Abilities and Skills

Thorough knowledge of treatment planning, individual, group and family therapy, and developmental psychology.

Knowledge of social conditions affecting children, adolescents, and parents.

Knowledge of the local, State, federal and private programs and services available to teenagers and their families.

Cultural competence in working with clients of diverse backgrounds and family structures.

Ability to respond effectively with children, adolescents, and parents who may be highly stressed, suicidal, or violent; ability to use of clinical judgment to maintain safety for clients and staff at all times.

Ability to develop constructive working relationships with local, State, and federal officials, service providers, service recipients and the general public.

Clinical assessment and intervention skills.

Strong communication skills, both oral and written.

Skill in teaching and public speaking.

Knowledge of and ability to adhere to professional ethical standards.

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Physical Requirements

Minimal physical effort generally required for work performed in the office. Ability to operate a keyboard. Ability to sit for long periods of time and to talk or listen.

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