

TOWN OF WAYLAND POSITION DESCRIPTION

Title:	Youth and Family Services Director
Department:	Youth and Family Services
Appointing Authority:	Youth Advisory Committee
Affiliation:	AFSCME
Grade:	G8
Personnel Board Approved:	4/27/99
Personnel Board Revised:	07/17/17

Summary of Duties

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

Supervision Received

Works under the policy and administrative direction of the Youth Advisory Committee.

Performs varied and responsible functions requiring considerable judgment in the application of established practices and procedures.

Supervision Exercised

Supervises full-time and part-time employees; may supervise interns.

Job Environment

Work is performed under typical office conditions, as well as in homes, schools, and other community settings; flexible and variable work hours depending upon meetings and presentations; may be required to work evenings when needed.

Operates an automobile, computer and standard office equipment.

Makes frequent contact with residents, Town and School staff; occasional contact with houses of worship, and other community agencies, the Police Department and Town departments; occasional contact with federal, state and regional agencies as well as peer town community organizations; most 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 and failure to meet program goals; failure to safeguard protected health information and to follow other ethical standards may result in harm to clients 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.

Serves as executive officer to the Youth Advisory Committee; recommends goals, prepares reports; recommends policies and plans and evaluates programs.

Leads all substance abuse and community mental health prevention efforts; provides strategic program leadership and direction in identifying goals and objectives; promotes community relations and stakeholder collaboration.

Works with the Youth Advisory Committee and WaylandCares to set directions, priorities and policies; manages, develops and implements programs to accomplish goals; maintains strategic and collaborative relationships with community leadership and key stakeholders in order to identify and propose advocacy and educational opportunities in alignment with program mission.

Develops and oversees prevention programs and outreach efforts for students, parents and residents; evaluates program effectiveness and adjusts programs to maximize value; oversees the development and dissemination of descriptive program literature and organizational material; prepares reports and communicates findings to Youth and Family Services Director, the Youth Advisory Committee and WaylandCares.

Coordinates programs with internal and external partners such as the Wayland Police, Health and School Departments, Wayland HS SADD Club, Wayland Youth and Family Services, the School PTOs, the Wayland Clergy and Business Associations, Wayland municipal leaders and other community contacts.

Oversees the operation of the prevention effort to include all administrative functions; develops office procedures and documents; develops, administers and monitors prevention budget; oversees record keeping; prepares reports as required.

Identifies and oversees grant funding initiatives; writes and submits funding grants; oversees the application of awarded funds; ensures compliance with awarded funds; makes recommendations on grant related personnel and contracts.

Recommends to the Youth Advisory Committee the hiring and firing of department employees; supervises, directs, trains, reviews, disciplines and establishes work schedules and work assignments for all departmental employees consistent with Town by-laws, policies, procedures and applicable collective bargaining agreements.

Oversees all administrative functions; directs the daily operations of the department; develops office procedures and documents; reviews, prepares and administers departmental budget; prepares annual report; makes recommendations and oversees the use for contracted services; authorizes the purchase of supplies as needed.

Oversees the operation of the Department including all paper work, record keeping, payment of bills, payroll, budget, purchasing, and evaluation of staff.

Administers departmental and WaylandCares web pages regarding Youth and Family Services and Youth Advisory Committee information, functions and meetings.

Is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her control.

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.

Develops prevention programs for students and parents; works cooperatively to do community organizing and crisis intervention in response to needs of youth and families.

Stays abreast of current research, trends and best practices of community prevention strategies to improve overall work and programming.

Performs administrative duties such as department reports and record keeping; performs office support functions; manages protected health information in a manner consistent with legal requirements; oversees the collection and tracking of data, surveys and evaluations; interprets information and feedback to improve and expand programming.

Attends local, regional and national conferences and trainings as required.

Attends a wide-variety of meetings with various coalitions, partners and program participants; meetings may occur during non-business hours.

Pursues on-going education to maintain competency and awareness of developments in the fields of substance abuse and community mental health.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications

Education:

Bachelor's Degree in social work, psychology, or a related field; Master's Degree in social work, public health or a related field preferred.

Experience:

Minimum of 5 years' experience working in social services or a related field delivering mental health and substance abuse prevention services to children, adolescents and families; administrative and supervisory experience; foundation and government grant experience preferable.

Licenses/Certificates:

Substance Abuse Prevention Certificate.

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

Knowledge, Abilities and Skills

Knowledge of social conditions and the impact of substance abuse on children, adolescents, parents and families.

Working knowledge of mental health and substance abuse prevention, community coalition-building and public awareness activities.

Knowledge of the local, state, federal and private substance abuse programs and resources available to schools, communities, children, adolescents and their families.

Demonstrated ability to build strong interpersonal relationships with a wide range of stakeholders.

Cultural competency in working with residents of diverse background and family structures.

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

Ability to maintain confidentiality of information.

Skill in teaching and public speaking.

Strong communication skills, both oral and written.

Skill in community organizing, program planning, and development.

Knowledge of and ability to adhere to ethical standards promulgated by the director's professional discipline.

Physical Requirements

Minimal physical effort generally required for work performed in the office. Ability to operate a computer. 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.