



Director of Youth and Family Services

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified.

POSITION SUMMARY: Provide oversight and management of Case Management, Mental Health Treatment, Home Run, Transitional Living, and Independent Living Programs all under the Youth & Family Services Directorate.

QUALIFICATIONS:

- Master's degree in Human Services or Administrative field required.
- 5 years providing program, grants, and budget management required.
- Subscribe to a professional code of ethics.
- Driving: must have a good driving record, valid driver's license, and personal auto insurance with required personal liability minimum as mandated by Community Works insurance carrier. (Current personal liability amounts for Bodily Injury are \$100,000 each person, \$300,000 each occurrence).
- Must pass a Criminal History Check.

SKILLS AND ABILITIES:

- Knowledge of Oregon Administrative Rules, regulations, and mandates governing educational and other programs for high-risk youth.
- Knowledge of clinical and educational approaches (including evidenced based) for working effectively with at-risk youth.
- Knowledge of social services, mental health, and related systems of care, both at the local and state level.
- Knowledge of target populations that program serves.
- Knowledge of best practices/evidenced based practices for population that is served.
- Excellent leadership, management (budget, fiscal, and personnel), organizational, and supervisory skills.
- Ability to implement continuous quality improvement program activities.
- Ability to represent Community Works in a variety of public settings.
- Ability to lead/participate as a member of the senior staff team for the organization.
- Ability to build community support and collaborations.
- Ability to effectively supervise staff, both individually and in teams.
- Ability to effectively lead a large, complex program with various services including behavioral, educational, mental health, and alcohol and drug services.
- Ability to develop and implement a staff training program.
- Excellent leadership, management and supervisory skills.
- Strong communication and interpersonal skills.
- Strong organizational skills.
- Computer/technical skills and competency.
- Ability to develop, write, and monitor grants.

ESSENTIAL FUNCTIONS: (The essential functions below include tasks that are integral to job performance and fundamental to accomplishing the job.)

- Lead, manage, and administer multiple and complex grants and contracts, including budgeting and fiscal aspects.
- Fulfill all responsibilities of leadership team (Senior Staff Team) for the organization.
- Attend Senior Staff Team meetings and participate in discussions, decision making, and completion of projects.
- Represent Community Works throughout the community, state and region through public speaking, community affairs, and collaboration/committee meetings. Participate in networking and community activities in order to meet needs of directorate.
- Maintain positive relationships with community partners and act as liaison between community/state agencies and organization.
- Interact with Community Works Board of Directors, including attendance at Board meetings and participation on Board committees, as needed.
- Participate in the development, implementation, and review of the organization's strategic framework and annual action plan.
- Encourage teamwork and professionalism through modeling and cooperative interaction with colleagues, volunteers, community partners, and community members.
- Maintain confidential information concerning the agency, clients, and program organizational plans, policies, and strategies.

ESSENTIAL FUNCTIONS: (The essential functions below include tasks that are integral to job performance and fundamental to accomplishing the job.)

Directorate/Department Oversight:

- Lead and support multiple teams to ensure cooperation and consistency in the delivery of services to clients.
- Apply standards for evidenced based and/or best practice in programs, including but not limited to, client interventions and services.
- Plan, facilitate and lead program development activities and projects.
- Assure that regular communication of information is provided through systems.
- Schedule and facilitate team meetings.
- Ensure that programs are in compliance with relevant Council on Accreditation standards.
- Understand all contracts, grants and accreditation requirements and provide concise, clear and consistent direction for implementation of said grants and contracts.
- Develop, review, revise and implement policies and procedures related to program operations for each program in directorate.

Administrative/Business/Operations Functions:

- Develop, implement and oversee all budget and financial operations including developing and implementing a budget that is consistent with revenue projections.
- Provide oversight in grant development, including writing and editing for all applications.
- Assure that all reports, data, billing, and other required information is compiled and delivered in a timely and accurate manner.
- Utilize appropriate technology to enhance communication and administrative functions.
- Ensure that safety, critical incident and emergency response and management policies and procedures are implemented to provide for the safety of clients, students, staff and community members.

Staff Supervision and Human Resources:

- Supervise program staff including administrative (lead and management) staff.
- Ensure that all staff receive regular supervision that is documented and confidential.
- Complete the recruiting and hiring process for department positions as needed.
- Conduct evaluations of supervised employees and ensure that all employees in department/program receive timely performance evaluations.
- Address employee performance issues.

- Ensure that all human resources activities are completed according to agency policies, procedures and practices.
- Ensure that staff orientation and training requirements are met, including documentation of activities.

Continuous Quality Improvement:

- Promote and participate in the continuous quality improvement at both a program and organizational level.
- Set and meet measurable outcomes and performance measures to be used in continuous quality assurance process.
- Assure that all client records are developed and maintained according to regulations and accreditation requirements and that records are reviewed on a regular basis.
- Oversee preparation for outside audits and program reviews and assume responsibility for passing all program audits, including ensuring that corrective action plans are developed and implemented.

Position Name Director of Youth & Family Services Position is full time, 1.0 FTE	Position Reference # 1007-420DM
Send your Cover Letter & Resume to be considered for this position. Please include the position name and position number in your cover letter.	
By EMAIL: staffing@community-works.org	
By MAIL: Attention: Staffing, 900 E. Main St., Medford, OR 97504	
By FAX: Attention: Staffing, (541) 779-3317	
Closing Date	Or Open Until Filled XXX

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