



## **Youth & Family Services Manager**

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 services to homeless youth and supervise case managers within youth programs.

### **QUALIFICATIONS:**

- Bachelor's degree in Behavioral Science, Social Services, (or equivalent experience and training).
- One year experience as a manager directly supervising staff in a social services agency preferred.
- Two years counseling or case management experience with at-risk youth preferred. Valid driver's license.
- Auto insurance with required personal liability minimum Bodily Injury are \$100,000 each person, \$300,000 each occurrence).
- Pass a Background and Abuse Check.

### **SKILLS AND ABILITIES:**

- Ability to handle confidential information.
- .Familiar with community resources.
- Computer and work processing skills.
- Written and verbal communication skills.
- Provide crisis intervention.
- Work effectively with other agencies.
- Work with minimal supervision.

### **ESSENTIAL FUNCTIONS:**

- Closely monitor program budgets.
- Provide supervision to the case management team.
- Write grants and progress reports, and work within the parameters of the contract agreements.
- Ensure that the program is in compliance with contractual requirements and OAR's.
- Ensure that landlord communication and compliance is monitored.
- Complete all documentation.
- Develop and maintain relationships with community organizations.
- Conduct regular client reviews of caseload.
- Responsible for grant administration.

### **Other Responsibilities:**

- Adhere to ethical standards and best practice standards.
- Adhere to policies and procedures of the agency and Mentoring services.
- Maintain confidential information concerning the Agency, clients, and program organizational plans. Provide a safe physical and emotional environment for clients in the program.

Position Name: Youth & Family Services - Manager

Department: Youth & Family Services

Supervisor: Program Director

Revision Date:

FTE: 0.15-.25       Exempt     Non-Exempt

Position #: 1609 AN

Position Open: Until Filled

Send your cover letter and resume to be considered for this position.  
Please include the position name and position number  
in the subject line of your email and in your cover letter.

For open positions, check our website at [www.community-works.org](http://www.community-works.org)

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