**JOB DESCRIPTION**

**BACKGROUND**

**Job Title:**  Associate Director – RHY West

**Reports To:** Director – RHY West

**FLSA Status:** Exempt

**PURPOSE OF JOB**

To oversee the development and operations of programs provided to RHY youth in St. Charles County in conjunction with the Director.

**ESSENTIAL RESPONSIBILITY NO. 1 - OPERATIONS (20% OF TIME)**

Description: In Conjunction with the Director, oversee the operations of the Shelter and TLP group home and apartments and other assigned programs as they are developed

Task No. 1 Hire and train required staff including the Therapists and Case Managers

Task No. 2 Supervise the Therapist and Case Managers

Task No. 3 Ensure that all operations of the RHY – West programs are as defined by various grant, funding and internal policies and procedures

Task No.4 Ensure that all required reports are completed in a timely manner

Task No.5 May be required to supervise and/or transport youth.

**ESSENTIAL RESPONSIBILITY NO. 2 - QUALITY (20% OF TIME)**

Description: Ensure quality and compliance of all RHY- West Programs funding requirements

Task No. 1 Monitor program quality reports

Task No. 2 Maintain compliance with grant and funding requirements

Task No. 3 Conduct program file reviews as outlined by program guidance

Task No. 4 Maintain that all employee credentialing, certifications, and training requirements are up-to-date.

Task No. 5 Ensure fiscal best practices and purchasing procedures are followed as outlined by the agency.

**ESSENTIAL RESPONSIBILITY NO. 3 - LEADERSHIP 20% OF TIME**

Description: To provide leadership development for RHY – West Programs and staff

Task No. 1 Lead intentional team meetings that address program needs, facilitate collaborative communication and motivate individual and group learning

Task No. 2 Provide guidance and support to RHY- West Programs and staff through scheduled 1:1 and as needed supervisions.

Task No. 3 Complete annual performance evaluations and assist in the development of Individual Professional Development Plans on a quarterly basis.

Task No. 4 Assist in the coordination of individual and group training needs for staff, as well as professional development opportunities.

**ESSENTIAL RESPONSIBILITY NO. 4 - Clinical Services - 20% OFTIME**

Description: Ensure that clinical services are high quality and in line with Youth In Need philosophy

Task No. 1 Lead clinical services team in addressing youth needs, developing creative interventions, and tracking youth progress

Task No. 2 Plan and attend Clinical trainings

**ESSENTIAL RESPONSIBILITY NO. 5 - Community Engagement (20% OF TIME)**

Description: Participate in the St. Charles Social Service Community to maximize services for youth

Task No. 1 Attend Community planning and collaboration meetings as assigned

Task No. 2 Identify and update team knowledge of community resources

**Additional Responsibilities**

Tank No. 1 Review Performance Quality scorecards/data with team and respond to requests for PCubed Staff Committee’s for feedback and information.

**Required Education and Credentials**

Master’s in Human Services, Social Work, Sociology, Psychology, Counseling or related.

**KNOWLEDGE**

Familiar with at risk youth behaviors and barriers

Knowledge of metropolitan area/neighborhoods and services

Informed about youth culture and methods of engaging youth

Informed about youth mental health, substance abuse and trauma issues

Familiar with program design and resources

Knowledge of Microsoft office products and ability to navigate program specific software.

Individual must be sensitive to the socioeconomic and cultural characteristics of the service population.

Ability to be CPR certified required.

**EXPERIENCE**

Experience working with at-risk youth is required

Supervisory experience

Grant writing skills

**SKILLS**

Supervisory skills including ability to professionally develop direct reports as well as program performance

Must be able to network and develop positive rapport with staff, youth and community

Effective problem-solving skills

Ability to plan and implement activities and presentations

Excellent verbal and written communication skills

**Work Environment**

While this operates primarily in an office environment, supervisor spends time in programs and in the community. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Office time spent monitoring paperwork and statistics, developing program ideas, networking, completing reports, and attending meetings. Must be able to attend work during inclement weather conditions.

**Physical Requirements**

When performing the duties of the job, the employee is regularly required to talk, hear and write. Must have visual ability to supervise youth. Ability to walk for extended periods of time and climb stairs. Ability to lift at least 10lbs of supplies or donations.

**Driving Requirements**

Class E Driver’s License Required

Local travel required.

Must be insurable under Youth In Need auto liability coverage (see Employment Screening Policy).

**Written By:** Michelle Gorman

**Approved By:** April Steavenson

**Approval Date:** 6/23/16, revised 1/31/20

**Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Printed or Typed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Note: This job description in no way states or implies that these are the only duties to be performed by the incumbent in this position. Requirements are representative of minimum levels of knowledge, skills, and/or abilities expected to meet job standards.

YIN is committed to equal opportunities for all applicants and employees without regard to ability/disability, age, ancestry, color, cultural background, faith/religion, gender, gender identity, gender expression, genetics, income, marital status, national origin, political belief/affiliation, pregnancy, race, sex, sexual orientation, veteran status, or any other characteristic protected by applicable law.