

<b>Youth &amp; Family Services/Social Services Director</b>
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The Youth & Family Services/Social Services Director is responsible for creating, organizing and coordinating positive development, delinquency prevention and diversion program, as well as the administration of the Social Services programs for the Town of East Hampton.

**General Description**

The Director coordinates and directs programs and services for youths and families in crisis, or in need of prevention services for the Town. Works with community groups and agencies to develop resources for youths and families in crises and provides referral services for the economically and medically indigent residents of the community and others in need of counseling or other support services.

**Supervision Received**

The Director works under the general supervision of the Town Manager.

**Supervision Exercised**

The Director is responsible for the supervision of interns and clerical personnel.

**Essential Duties and Responsibilities**

- Provides counseling to youths and families in crises.
- Plans administrative schedule and department routine.
- Supervises and assigns work to Marriage/Family Therapy interns.
- Assesses the needs of youth appropriate to department and develops programs to meet these needs.
- Works with groups of young people to develop self-help programs.
- Involves young people in planning and assuming responsibility for appropriate activities.
- Is responsible for case management.
- Refers youths for therapy or services to state or private agencies.
- Maintains a community awareness of problems faced by young people with a variety of public relations efforts, as well as how youth services help young people to respond to these problems.
- Works with funded grant programs, including preparing and submitting required reports.
- Provides crisis intervention and follow-up as needed.
- Provides individual, family and group counseling.
- Acts as an advocate for individual youths as needed.
- Receives referrals from other agencies and responds to the specific case with whatever resources are needed.
- Co-teaches special education life skills/cooking classes.
- Chairs juvenile review board at the East Hampton Middle School.
- Works with school social workers and school counselors to plan and implement programs in school.
- Meets with clients on an as needed basis to ascertain the facts necessary to provide aid with rental, medical, energy or any other need.
- Promotes public wellbeing activities through meetings and conferences with civic and community leaders and various social agency members.
- Maintains confidential files and financial records on all clients from general assistance, including the disposal of said records according to State Statute.
- Prepares and administers budgetary accounts and authorizes expenditures for client services.
- Performs related duties as deemed necessary.

**Nonessential Duties**

- Assists Town staff in other related municipal projects.

**Knowledge, Skills & Abilities**

- Ability to acquire an effective working relationship with the schools, police and court system as well as members of the general community.
- Ability to relate to young people.
- Ability to train and supervise paid staff and volunteers.
- Ability to seek out and write grant applications.
- Ability to make written and oral presentations in a clear, concise and effective manner.
- Ability to develop and implement programs for youth and families.
- Thorough knowledge of pertinent municipal, state and federal law governing local wellbeing activities and objectives of federal assistance.
- Thorough knowledge of the general theory and practices of social services administration.
- Thorough knowledge of community facilities and resources available to assist in the handling of relief cases.
- Ability to deal with the public and to interpret departmental objectives and policies, including the ability to present recommendation of findings effectively and writing and orally.

**Preferred qualifications**

Master's degree in social work, counseling, psychology or closely related field and at least four (4) years of counseling youths and families in crisis.

**Special Requirements**

- Experience in private or public social services agency or in a closely allied field.
- Computer literacy required.
- Must possess and maintain a valid Connecticut motor vehicle operator's license.

**Tools & Equipment Used**

Personal computer including word processing applications, calculator, phone, copy machine and fax machine.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting. Some outdoor work may be required. Some evening and weekend work will be required. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands or arms. The employee is occasionally required to stand or walk. The employee must occasionally lift and /or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be exposed to wet and /or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office.

1/1/2009

***General Guidelines***

The duties listed above 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.

**THE JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND THE EMPLOYEE AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.**