

## **ASSISTANT DIRECTOR OF YOUTH AND FAMILY SERVICES\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is moderately difficult professional work which involves the responsibility for assisting in the planning, organizing, staffing and administering of a variety of programs within a community center. This includes planning, organizing and producing a variety of youth and family-related program approaches and prevention counseling services, and assisting the Director in administering other services such as recreation activities, positive alternative activities, etc. that create positive youth and family development. The incumbent will be responsible for the administrative direction of services in the absence of the Director. The work is performed under the general supervision of the Director of Youth and Family Services. Supervision is exercised over recreation and clerical staff, program aides, counselors and volunteers. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Establishes an environment where individuals facing challenges can seek assistance without feeling embarrassed;

Reaches out to and provides and/or supervises personal and family prevention counseling to individuals dealing with unique personal challenges, problems related to the effects of substance use disorders and/or other problem behaviors;

Collaborates with various programs serving youth and families, including County, State and Federal agencies to identify and discuss common issues and coordinates services;

Assists in the recruitment, orientation, training and evaluation of program workers and recreation staff;

Develops and conducts and/or supervises psychoeducational and/or evidence-based prevention groups for clients, their families and/or the community to provide a better understanding of the effects of substance use disorders and other challenging behavioral issues related to youth and families;

Studies and researches developments in the field of substance use disorder prevention and related fields;

Assists the Director in a variety of general and program administrative duties;

Assists in the administration of a recreational program, including athletic and special events;

Prepares and maintains personal and program records and prepares reports;

Oversees the work of counseling and recreation personnel, and may provide clinical supervision to counseling staff;

Participates in any necessary training to comply with current New York State Office of Addiction Services and Supports (OASAS) prevention guidelines.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the field of human behavior as it relates to youth and families, particularly in the area of substance use disorder prevention; good knowledge of individual, group and family counseling and positive alternative programming designed to support youth and families; good knowledge of substance use disorders and their effects as well as assessment, referral and treatment techniques; good knowledge of public and private agencies which provide substance use disorder services and other community human service agencies and how to use them effectively; working knowledge of the structure and operation of a community center; working knowledge of youth activities and recreation; ability to secure the confidence and cooperation of both the community at large as well as individual program participants, professional colleagues and related human service agencies; ability to supervise the work of others, including providing clinical supervision and support; ability to communicate effectively both orally and in writing.

**MINIMUM QUALIFICATIONS:**

1. A Master's degree or higher in Social Work, Mental Health Counseling, Marriage and Family Therapy, Psychology or comparable curriculum which included completion of an appropriate practicum, approved internship or equivalent\*\* which involved working with individuals or families affected by substance use disorders and two (2) years of post-degree clinical counseling\*\*\* experience which involved working with individuals or families affected by substance use disorders or experience in administration in a substance use treatment, prevention and/or education program, one (1) year of which must have been supervisory; or
2. A Bachelor's degree or higher which included or was supplemented by thirty (30) credits in the behavioral sciences\*\*\*\* and either possession of a Credentialed Alcoholism and Substance Abuse Counselor (CASAC) credential issued by New York State or possession of a Credentialed Prevention Specialist (CPS) credential issued by New York State and four (4) years of post-degree or post-credential clinical counseling\*\*\* experience which involved working with individuals or families affected by substance use disorders or experience in administration in a substance use treatment, prevention and/or education program, one (1) year of which must have been supervisory; or
3. Possession of a Credentialed Alcoholism and Substance Abuse Counselor (CASAC) credential issued by New York State or a Credentialed Prevention Specialist (CPS) credential issued by New York State and six (6) years of post-credential clinical counseling\*\*\* experience which involved working with individuals or families affected by substance use disorders or experience in administration in a substance use treatment, prevention and/or education program, one (1) year of which must have been supervisory; or
4. Possession of a Credentialed Prevention Professional (CPP) credential issued by New York State and two (2) years of post-credential clinical counseling\*\*\* experience which involved working with individuals or families affected by substance use disorders or experience in administration in a substance use treatment, prevention and/or education program, one (1) year of which must have been supervisory.

**SPECIAL REQUIREMENTS:**

1. Incumbents will be required to have completed substance use disorder prevention skills training required by the Office of Addiction Services and Supports (OASAS) within their first year of employment. This training may include SAMHSA's Substance Abuse Prevention Skills Training (SAPST), Prevention Ethics and Cultural Responsiveness. It is the responsibility of the appointing authority to ensure that all training requirements are met.
2. In order for the municipality to receive program funding through NYS OASAS, within 2 years of appointment, candidate will be required to possess one of the following credentials:
  - (a) Credentialed Prevention Professional (CPP); or
  - (b) Credentialed Prevention Specialist (CPS); or
  - (c) Prevention Professional who is licensed, certified or credentialed in a related discipline\*\*\*\*\* and has completed 60 hours of prevention-specific education and training.

Qualifying credentials are required to remain current throughout the course of employment in this title.

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\*This is a retitling of Assistant Director of Municipal Counseling Services.

\*\*A minimum of six (6) months of clinical counseling experience under the supervision of a professional counselor shall be deemed equivalent to the practicum or internship.

\*\*\*Clinical counseling is defined as professional (post-degree) counseling, therapy or treatment which includes interviewing individuals and/or families in order to discuss and evaluate their problems (e.g., drug and/or alcohol abuse, family conflicts, depression, stress, marital difficulties, etc.), formulating loose goals, developing and carrying out a treatment program to resolve problems, monitoring and assessing client/patient progress. This work involves judgment on the part of the professional counselor in assessment, treatment and, if appropriate, referral for medication, psychological testing or hospitalization.

\*\*\*\*Behavioral science is a subset of social science usually having reference to psychology, sociology and anthropology. Psychology, sociology, anthropology and other related sciences are characterized by observation of the behavior of living organisms and focused on human social behavior.

\*\*\*\*\*Related Disciplines include: Credentialed Alcoholism and Substance Abuse Counselor (CASAC), Credentialed Problem Gambling Counselor, Certified Teacher, Certified Health Educator, Certified School Counselor, Certified Rehabilitation Counselor, Licensed Master Social Worker, Licensed Clinical Social Worker, Licensed Mental Health Counselor, Licensed Marriage and Family Therapist, Registered Professional Nurse, Licensed Physician, Licensed Creative Arts Therapist and National Board Certified Counselor.

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Competitive

06.18.2025 New York State Civil Service approved Non-competitive title in the NY HELPS Program.