

DIRECTOR OF YOUTH AND FAMILY SERVICES*

DISTINGUISHING FEATURES OF THE CLASS: This is difficult professional work which involves the responsibility for planning, organizing, staffing and administering a variety of programs within a community center. This includes programs that provide outreach, counseling and community connections to a variety of other youth and family-related organizations and services, including programming designed primarily to address the needs of youth and family at risk of and/or affected by substance use disorders in a municipal counseling service, as well as other services such as year-round recreational activities, positive alternative activities, etc. that create positive youth and family development. The incumbent is responsible for the administrative direction of the program and facilities. The work is performed under the general supervision of the Village Mayor and Commissioner of Youth and Family Services. Supervision is exercised over subordinate counselors, recreation staff, clerical staff, volunteers, etc. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and organizes the delivery of individual, group and family counseling to persons who are at risk of and/or affected by substance use disorders;

Supervises the delivery of services by ensuring the assignment of cases, reviewing of techniques to ensure compliance with program directives, observing the delivery of services, reviewing activity reports, etc.;

Ensures the appropriate disposition of cases and referrals as needed to professional consultants (e.g., clinical psychologists, psychiatrists, etc.) or to other necessary services in the community;

Provides or oversees direct clinical supervision of counseling staff;

Plans and develops administrative and programmatic policies and procedures concerning facilities and their use, budgeting, records control, grant funding and management, licensing requirements, report writing, record keeping, program innovations, etc.;

Develops and administers an effective outreach and public relations program designed to reach individuals and their families who may be in need of services;

Oversees staff in the planning of recreational activities, including athletic and special events;

Represents the Department of Youth and Family Services on various community committees to facilitate the integration of services and speaks before interested groups, in schools, etc.;

Responsible for the recruitment, orientation, training and evaluation of counseling, recreation and other staff;

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

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

Studies, researches and implements state-of-the-art developments in the fields of substance use disorder prevention, positive youth development and family services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the field of human behavior as it relates to youth and families, particularly in the area of substance use disorder prevention; thorough 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; good knowledge of the principals and techniques for planning, promoting and directing a comprehensive

(over)

youth and family/community center; good 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 oversee and supervise a multi-disciplinary team of both counseling and recreation staff and to coordinate services both within the department and with outside organizations; 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 three (3) 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, two (2) years 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 five (5) 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, two (2) years 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 seven (7) 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, two (2) years of which must have been supervisory; or
4. Possession of a Credentialed Prevention Professional (CPP) credential issued by New York State and three (3) 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, two (2) years 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.

*This is a retitling of 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.