

EPWORTH

Where Kids Find Strength

Job Title: Director of Older Youth Services
Job Classification: Officers and Managers (EEO Code 1.2)
Department: Community Services
Reports To: Associate Executive Director
FLSA Status: Full Time/Salaried/Exempt
Prepared Date: 7/9/10

Purpose: The Director of Older Youth Services is the administrator directly responsible for all aspects of the operations of the Aging Out, Chafee and additional programs as assigned.

Essential Duties and Responsibilities include the following:

Implement and manage all Aging Out, Chafee and additional programs as assigned, to ensure effectiveness and compliance with policy, licensing, accreditation, and funder requirements.

Oversee supervision and evaluation of all older youth personnel.

Responsible for establishing and meeting (revenue and expenses) annual budgetary targets for Aging Out and Chafee Service programs.

Support agency personnel in all matters pertaining to the care and protection of the residents and families the agency serves.

Represent the agency professionally to outside agencies, parents, and the community.

Responsible for exploring opportunities for development and/or expansion of new and/or existing Community Services programs, including an ongoing review of program viability, the consideration of new populations and service lines, and the securing of sustainable funding.

Analyze effectiveness of current programs and provide enhancement or growth if opportunity exists.

Ensure Older Youth Programs meet all identified performance targets, including those related to client outcomes.

Responsible for documentation and reporting of performance and achievements to agency leaders and staff, funders and accrediting and licensing bodies.

Record data, outcome measurement and other significant information needed to show the effectiveness of and generate billing for the Aging Out and Chafee programs.

Other duties as assigned or needed.

Supervisory Responsibilities: Drop-In Center Site Supervisor, Administrative Assistant, Chafee Resource Specialist.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's degree in Human Services with minimum of 4 years experience with older adolescents. Two years supervisory experience.

Language Skills: Ability to read and interpret documents such as safety rules, procedure manuals and treatment plans. Ability to write routine reports, business correspondence and procedural manuals. Ability to effectively speak before groups of clients, employees and/or managers of the agency.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions. Strong ability to lead, organize and plan.

Computer Skills: Email, Microsoft Word, Microsoft Excel

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.

While performing the duties of this job, the employee is regularly required to talk and hear.

Work Environment: Most of work is performed at the Aging Out/Chafee building in University City. Some evenings and weekends may be required on an as needed basis. Will need to travel into the community.

Other: Must be 21 years of age or older. Must possess a valid driver's license, personal vehicle and insurance.

Employee Signature

Date

Agency Signature

Date