



SEEKING:

**DIRECTOR OF YOUTH AND
FAMILY SERVICES**

Strengthening lives to change community.
Strengthening community to change lives.



THE ORGANIZATION

Community Works is a non-profit, human services agency giving hope to youth and families in need in Jackson County. We are funded by government, private grants, United Way, and corporate and individual donations through which we strive to strengthen lives and our community. Community Works serves vulnerable youth, individuals, and families in three program areas: Victim Services, Youth & Family Services, and Education & Residential Treatment Services.

WHY WORK FOR US?

We are innovative, flexible, and open to new ways of doing business. We are a solution focused organization, and as a team use problem solving models and collaborative decision making to minimize challenges and obtain outcomes. We have a diverse team of professionals with unique philosophies and ideas who partner together to have a positive influence on culture, programs, systems, and services.

THE POSITION We are looking for a collaborative leader who is forthright, flexible, authentic, professional, skilled, and has a great sense of humor. The ideal candidate should have budgetary and fiscal management experience, leadership ability to oversee staff and programs, ability to write and manage grants, develop and implement organizational policy, and ensure systems are efficient and effective. Ideally you will have a clinical background to better support and serve staff reporting to you. You are a collaborator and desire to partner with internal and external partners to ensure success.



The Director of Youth and Family Services is a member of the Senior Management team and provides oversight and management of two program areas: Runaway and Homeless Youth Services and Mental Health Counseling/Treatment Services. This position reports directly to the CEO and oversees approximately 11 Therapists, 2 Program Managers, 5 Case Managers and support staff.

OUR IDEAL CANDIDATE will have:

- A Master's degree in social, behavioral, health sciences or related field
- Current licensure (preferred): LCSW, LMFT, LPC, LMFT
- 3 years experience overseeing programs, grants, and budgets in like organization
- A valid Oregon Driver's License, and good driving record at time of hire
- The ability to pass a criminal history and background check

RESPONSIBILITIES

As Director of Youth and Family Services, you will:

Programs

- Develop and oversee implementation of youth and family programs in two distinct areas: Runaway and Homeless Youth and Youth and Family Counseling Services
- Design program performance measures to produce measureable outcomes
- Apply evidenced-based practices in the development of new programs: PCIT, Wraparound services, etc.
- Be up-to-date and aware of most recent program trends for children and families
- Oversee “fee for service” programs
- Implement continuous quality improvement for all program activities
- Coordinate with outside organizations to ensure wraparound and overlapping services are effective and decrease service duplication
- Provide assistance with complex cases and issues
- Oversee off-site outreach programs to youth and families (including management of off-site case staff)
- Be knowledgeable regarding:
 - Clinical, educational and evidenced based approaches
 - Social services, mental health, and related systems of care

Leadership / Management / Organizational Culture

- Oversees approximately 11 Therapists, 2 Program Managers, 5 Case Managers and other support staff
- Provide leadership to two distinct program/service teams with different priorities
- Lead, coach, empower and build a dedicated team of professionals
- Inspire a positive, collaborative culture
- Establish and evaluate staff performance measures and goals, and address issues

- Assess gaps and design/facilitate staff training and development
- Recruit and hire staff
- Apply adept organizational development skills to improve morale and champion change issues
- Lead cooperation and consistency in the delivery of services to clients
- Contribute as a senior staff leader in the organization to meet larger organizational goals and objectives
- Provide mentorship and emotional support to staff involved with emotionally challenging work

Fund Development / Financial Oversight

- Manage a \$971,900 budget
- Oversee all financial operations related to program areas
- Oversee 25 funding sources (federal, grants and other donations)
- Manage funder relationships and provide timely responses to funder requests
- Research, write and manage multiple grants
- Oversee contracts, outside audits and program reviews, and bring about corrective action when necessary
- Keep up on contracts and accreditation requirements
- Assure reports, data, and billing are accurate and timely

Communications / Community

Engagement / Interpersonal Skills

- Participate in community activities and represent Community Works at events and public settings
- Maintain relationships with community partners and volunteer
- Advocate in the community for greater awareness, improved education, and build community support and collaboration around programs and services

- Act as liaison between local and state agencies
- Use excellent writing skills to develop compelling grants
- Utilize technology to enhance communications and administrative functions
- Be savvy with technology such as: electronic health records, MS Office Suite, and internet research
- Provide an effective communication and records system to maintain confidential client records and information

Compliance / Administration

- Ensure programs are compliant with professional and contractual requirements
- Develop and implement policies and procedures related to program operations
- Ensure staff are properly documenting activities and client records are maintained to ensure compliance
- Ensure safety, critical incident, emergency response, and other policies and procedures are implemented

Board / Senior Management Communications

- Work on larger organizational issues as a member of the senior management team
- Collaborate with other organizational leaders to obtain ideal outcomes and ensure all services are working effectively together
- Interact with Community Works Board of Directors
- Participate on Board committees
- Act as a key collaborator in the development of the strategic and annual action plans

COMPENSATION & BENEFITS

Attractive salary, plus an excellent benefits package including medical, dental, life insurance, flexible spending accounts, vacation and sick time, holidays, 401K, and an employee assistance program

HOW TO APPLY

Submit a cover letter and resume to Wendi Brown at :
wendi@wbrowncreative.com or Fax to 1-866-224-1423

QUESTIONS?

Call Wendi at WBCP for more information:

541-858-0376 – Direct

866-929-9227 – Toll Free

