

DRAFT: 10/11/2023

**TOWN OF LEDYARD
YOUTH SERVICES COORDINATOR/~~DIRECTOR~~**

NATURE OF WORK:

This is highly responsible, professional and administrative work developing, implementing, supervising and evaluating education, counseling, and services for youth and their families. The Youth Services Coordinator ~~Director~~ ensures and provides counseling, therapy, and intervention services for “at-risk” (i.e. truant, delinquent, neglected, abused) children, youth, and their families.

This position requires the use of professional judgement and skills, as well as an educational background that supports the use of independent judgement and discretion in carrying out the responsibilities of the position.

SUPERVISION RECEIVED:

The Youth Services Coordinator receives general direction from the ~~Mayor~~ *Nurses Administrator*.

SUPERVISION EXERCISED:

Conducts clinical supervision for graduate student interns per agreement with the sponsoring College or University. Supervision is provided to unlicensed therapists. The *Coordinator* ~~Director~~ is responsible for completing regular evaluations of Interns and submitting them to the sponsoring college or university

Coordinates assignment of cases with all counselors and student interns.

~~Reviews and approves leave requests and time cards in the absence of the Social Services Director.~~

ESSENTIAL FUNCTIONS:

The following are illustrative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive.

- Plans, organizes, and directs the Town of Ledyard’s Youth Services Bureau.
- Prepares and administers the departmental budget. Works with State agencies to seek grants and other funding to support the program and special projects.
- Conducts intake assessments involving interviewing children and/or the family.
- Provides individual, couple, family and group therapy.
- Will provide appropriate referrals to support services when needed.
- Facilitates support groups and parenting programs.
- Provides emergency crisis intervention services as needed, including the reporting of suspected abuse or neglect situations to the appropriate authorities.
- Organizes and participates in educational and prevention services designed to help children and youth build character and develop positively.

- Participates in Planning & Placement Team (PPT's) and Student Study Team (SST) meetings within the Ledyard school system as an advocate for current clients.
- Provides consultation to schools and the police in preventive measures.
- Maintains liaison with groups and agencies concerned with the municipalities youth. Works with the school system, police department, juvenile court system and business and non-profit corporations on program development and individual cases.
- Reviews all intakes and referrals to ensure that LYS is the appropriate resource for each case.
- Assigns cases to Youth and Family Counselors (includes contractual counselor and students).
- Coordinates requests from residents and local agencies (i.e., schools, churches, etc.) for support groups/workshops and matches therapists to meet those needs.
- Serves as the Case Manager for the Ledyard Juvenile Review Board, community-based Diversion Program, which aims to divert youth ages 12-17 from Juvenile Court System.
- Prepares and distributes narrative and statistical reports as needed (i.e., schools).
- Provides orientation for counselors, undergraduate and graduate student interns.
- Maintains accurate, detailed, case records and related files with absolute confidentiality.
- Keeps current with professional programs and services through review of literature and publications and attendance at professional meetings and conferences.
- Attends and is active at appropriate monthly meetings to stay informed of community needs and resources.
- Provides weekly supervision to unlicensed staff and students and schedules peer supervision groups for all counseling staff.
- The Ledyard YSB is the Community Hub for truancy related cases. Cases are evaluated by the Coordinator/~~Director~~ to determine family needs and referrals are provided.
- Regular attendance is a requirement of this position.

Additional Duties:

Performs related work, as required.

******* 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. *******

QUALIFICATIONS PROFILE

Knowledge, Skills And Ability:

Considerable knowledge, skills, and ability in direct counseling, group process, family dynamics, clinical supervision and the ability to gain and maintain the respect of youth and adults.

Advanced knowledge of youth counseling principles and practices, family and group therapy.

Ability to follow written and oral instructions and to organize and express thoughts and ideas, orally and through written communication; present oral and written reports with clarity; and to plan, prepare and make presentations.

Considerable ability to relate to and communicate with youths and adults on an individual and group basis; youth services agencies; educational facilities; state officials; service organizations; clergy; police and court officials. Ability to act as a liaison between the youth and/or the family and applicable agencies.

Considerable ability to establish and maintain effective working relationships with associates; co-workers; supervisors; youth; the general public; and a variety of public, private, and social agencies, including Human Services agencies, schools, police, court, local and state government systems.

Ability to ensure confidentiality and protect the integrity of the Town of Ledyard.

Possess qualities of flexibility, independence, resourcefulness and motivation.

Excellent working knowledge of the needs of child and adolescent population.

The employee must be able to read and interpret professional journals and governmental regulations, write standard reports and correspondence, and effectively present information in one-on-one and small group situations.

Education, Experience and Training

~~Possession of~~ a Master's Degree *preferred* in counseling, marriage and family therapy, psychology, social work, or a closely related field, and four years of full-time employment experience serving youth and families. Appropriate candidates will also hold a professional license in their professional field. In addition, candidates must have completed the Supervisor Education and Training required by their profession to provide supervision toward licensing of unlicensed staff and students.

Physical and psychological examinations, as may be required during employment.
Drug screening may be required.

OTHER:

Criminal background and driving record checks required prior to employment.

Reliable means of transportation.

PHYSICAL AND MENTAL DEMANDS:

The physical demands 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 function.

While performing the duties of this job, the employee works predominantly in an office setting. The noise level in the work environment is usually quiet in the office.

While performing the duties of this job, the employee is frequently required to: talk; hear; speak; stand; walk; bend; twist; stoop or crouch; lift and carry up to 30 lbs.; sit; climb stairs to various levels; use hands, fingers, wrist for repetitive motion; handle/feel objects; reach; drive; get in and out of vehicles; tolerate exposure to weather and environmental allergens. Continuous visual acuity including close vision and the ability to adjust focus and normal audio ability to perform client assessments and provide technical care.

~~The employee must be free from mental and/or physical disorders which would interfere with performance of duties as described, and have the ability to maintain his/her composure with the public and co-workers in everyday, stressful and emergency situations. Employee may occasionally be required to function in situations where subjected to aggressive physical and/or verbal behavior.~~

******* This job description does not constitute an employment agreement or contract 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. *******

LICENSE OR CERTIFICATE

Must have and retain a valid Motor Vehicle Operator’s license.

Adopted by Ledyard Town Council on _____

Kevin J. Dombrowski, Chairman