



Sullivan County
Laporte, PA 18626

JOB DESCRIPTION

POSITION TITLE: Director of Children & Youth Services	DEPARTMENT: Sullivan County Children & Youth Services
REPORTS TO: Sullivan County Commissioners	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt

POSITION PURPOSE:

The C&Y Administrator II position is responsible for planning, organizing, directing, and overseeing the program services responsible for providing information and referral services, service planning, and protective services to children in their own homes, services to children temporarily removed from the custody of their parents and taken under the care of the courts, and services to children in need of permanent transfer of custody. This individual is responsible for the preparation of the Annual Services Plan and Budget Estimate, assessment of community needs, and coordination of Children and Youth Services with other agencies in the Community. This is an advanced administrative position in public child welfare responsible for managing professional, paraprofessional, and clerical staff who provide state-mandated and court-ordered services for dependent, neglected, abused, or exploited children and their families. Work is performed under the direction of the Chief Clerk and general direction of the County Commissioners in accordance with Department of Human Services Regulations.

- EDUCATION / EXPERIENCE:**
- Bachelor’s degree in Social Work, Social Welfare, or Public Administration, or closely related program.
 - Four years of experience in the field of public or private social work.
 - One year in an administrative or supervisory capacity in a children and youth social services program agency.
 - An equivalent combination of experience and training that provides the required knowledge, skills, and abilities considered.
 - Valid Pennsylvania driver’s license.
 - State Police, ChildLine, and FBI clearances.

- JOB REQUIREMENTS / SKILLS:**
- Excellent knowledge of state, federal, and county standards, regulations, and policies governing the children and youth social services programs.
 - Excellent knowledge of the principles of program interpretation and implementation.
 - Excellent knowledge of the principles and practices of administration, supervision, and community organization.
 - Excellent knowledge of current social, economic, and health problems and resources available to meet problems affecting children and youth.
 - Excellent knowledge of individual and group behavior with special emphasis on children and youth needs and behavior patterns.

JOB DESCRIPTION: Director of Children & Youth Services

- Excellent knowledge of the policies and operations of Juvenile Courts and probation and parole agencies.
- Ability to exercise proper judgment in interpreting and implementing state, federal, county, and departmental program policies and procedures, including Child Protective Services Law, Juvenile Act.
- Ability to plan, organize, and direct a children and youth agency and evaluate staff and program effectiveness.
- Ability to prepare comprehensive reports and to communicate effectively, both orally and in writing.
- Ability to establish and maintain working relationships.
- Ability to handle stress.

ESSENTIAL FUNCTIONS:

- Plan and direct the work of a small county Children and Youth Services program. Responsible for the entire services of the Children and Youth Services Department including, but not limited to, information and referral services, service planning, protective services, services to children in their own homes, part-day services, services to children temporarily removed from the custody of their parents and services to children in need of permanent transfer of custody.
- Prepare the Annual Services Plan and Budget Estimate in cooperation with other responsible state and county officials.
- Responsible for directing and overseeing fiscal management in accordance with county, state, and federal guidelines by overseeing agency fiscal technician for preparation of state and federal reports and invoicing, time studies, state and federal audit procedures, and other required and/or necessary reporting regulations.
- Meet regularly with county advisory board and county commissioners to present recommendations on employee selections and/or discharges as well as the needs of the county's children and youth program.
- Interpret and implement state child welfare regulations, Child Protective Services law, Juvenile Act, as well as maintain compliance with all applicable federal programs, legislation, and entitlements.
- Coordinate agency programs with community needs and available resources.
- Supervise staff as directed that may include the Caseworker Supervisor, clerical staff, fiscal staff, and others. Evaluate staff and recommend personnel actions to the county commissioners. Conducts staff meetings, provide for continuing development, and other related and necessary activities for and with staff to provide for an effective and efficient child welfare services.
- Assesses strengths and needs of the services through review of outcomes, written reports, and meetings with managers, supervisors, and staff.
- Prepare or direct the compilation of reports, temporary court orders, correspondence, and records maintenance as necessary and required.
- Meet regularly with staff to discuss program plans and interpret policies.
- Review journals, bulletins, and newsletters to keep up to date on future legislation, trends in services, innovative programming, and technology as related to Children and Youth Services.
- Maintain membership in the Pennsylvania Children and Youth Administrators (PCYA) organization and attend quarterly PCYA meetings.
- Attend regional and statewide Roundtable meetings along with the Court representative.
- Participate in state committees related to child welfare.
- Coordinate agency programs with community needs and available resources.
- Participate in meetings and conferences for the purpose of providing educational information to community groups interested in children and youth social services and juvenile probation programs.
- Consult and assist the County Solicitors Office on all issues related to Children and Youth Services as they relate to legal matters.
- Travel on an as-needed basis for training and to complete assigned duties.

JOB DESCRIPTION: Director of Children & Youth Services

- Performs all other duties as assigned.

PHYSICAL REQUIREMENTS:

- Ability to physically navigate to, through, and around family housing units including standing, walking, sitting, lifting, and carrying.
- The employee must occasionally lift and/or move up to 25 pounds for short distances.
- Ability to use hands to handle / feel objects, tools, or controls, and reach with hands and arms.
- Ability to speak and communicate clearly.
- Adequate hearing and vision abilities required to perform the job.
- Ability to perform required work during all types of weather conditions.