

## DEPUTY DIRECTOR/YOUTH BUREAU

Code No. 3-18-314

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting the Youth Bureau Director administer Town youth services including long range planning, budgeting and grant application. The Deputy oversees Town counseling activities such as coordinating counselors and school care teams, determining referral processes, and monitoring staff performance. Work involves conducting intake on all clients, assigning caseload to full-time counseling staff, and assisting in crisis intervention. The employee is required to provide evening and on-call coverage. General supervision is exercised over a counseling staff. The employee reports directly to and works under general supervision from the Youth Bureau Director. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed)

Conducts intake on all clients by receiving and assessing client and referring to appropriate counselor;

Oversees a full-time counseling staff including assigning caseload, monitoring performance and assisting with crisis intervention;

Monitors progress and maintenance of aggregate caseload assigned to counselors including assuring proper referrals and documented paperwork;

Coordinates youth counselors and school care teams relative to drug and alcohol including scheduling evaluation meetings, and determining referral processes;

Assesses crisis situations and assigns appropriate counselors;

Provides evening and weekend on-call coverage;

Assists Director in long-range planning and programming for department;

Assists Director in the development and monitoring of the department budget;

Assists Director in researching and applying for funding.

### FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles of counseling as related to youth services; good knowledge of adolescent psychology; good knowledge of community services available to youths; good knowledge of

crisis intervention techniques; ability to assist in the administration of a department including long range planning, and budget activities; ability to supervise staff including adjusting workload and monitoring performance; ability to conduct intake interviews and make appropriate referrals; ability to coordinate the activities of several youth services units; ability to communicate orally and in writing; ability to research and prepare grant applications; good judgment; tact and courtesy; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

(A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Social Work or a related human services, social welfare, counseling (vocational/psychological), educational psychology, plus two (2) years paid full-time or its part-time equivalent experience in counseling\*, one (1) of which must have been involved in youth services\*\* or youth counseling; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Social Work or a related human services field plus one (1) year paid full-time or its part-time equivalent experience in youth services counseling; OR,

(C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and three years of experience as defined in (A), one (1) of which must have been involved in youth services or youth counseling; OR,

(D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

\*Counseling is defined as assessing the social, family, substance abuse or delinquency problems of an individual or family, interviewing individuals to help them understand their problems, define goals, and develop a plan of action, or after making an assessment, working directly with individuals or referring them to overcome problems.

\*\*Youth Services is defined as an organized program aimed at youth typically run by youth bureaus, character building organizations (boy/girl scouts), churches and social service agencies, and similar agencies concerned with delinquency prevention or control and personal and social growth. Typical classroom teaching and similar academic activities are not included.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: May 16, 1991