

YOUTH AFFAIRS COORDINATOR

NATURE OF WORK

This is highly responsible supervisory and administrative work planning and directing professional services within the County's Youth Service Bureau.

An employee in a position allocated to this class is responsible for planning, coordinating and directing specific functions and activities of the County's delinquency prevention program. Work involves the design and development of Y.S.B. staff; establishing and implementing policy and procedures in conjunction with the Manager of the Youth Service Bureau; functioning as a liaison to numerous community agencies; overseeing equipment and supplies; and, maintaining files and records. Work is performed under the general direction of the Manager of the Y.S.B. but employee exercises a high degree of independent judgment and initiative related to management. Work is evaluated through conferences and attainment of desired objectives.

EXAMPLES OF WORK

Evaluates Y.S.B. professional staff and clerical personnel performance on a continuing basis and writes performance evaluations; issues counseling forms/disciplinary actions; handles employee complaints and grievances.

Prepares and makes presentations before boards, courts, commissions, committees, fraternal and civic groups and the communication media concerning youth problems, prevention and the Youth Service Bureau.

Conducts on-going staff training and development programs.

Responsible for treatment plan, progress and results for all Y.S.B. clients served by assigned office.

Interviews and recommends the hiring of new employees.

Directs the total therapeutic program for their assigned office.

Compiles data and prepares periodic activity and data analysis reports relative to assigned office's activities.

Reviews all correspondence and written reports prepared by Y.S.B. staff in their assigned office.

Provides professional consultation for therapy staff as needed in complex, difficult and sometimes life-threatening cases.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the education, mental health, social welfare and legal system and the network of local community agencies.

Thorough knowledge of psychological and counseling theory, principles, practices and techniques.

Thorough knowledge of management, supervision and administrative techniques.

Thorough knowledge of county policies, rules and administrative techniques.

YOUTH AFFAIRS COORDINATOR - CONT'D

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES - CONT'D

Considerable knowledge of the social and psychological bases of dysfunctional behavior.

Considerable knowledge of the theories and current trends in developmental child psychology.

Considerable knowledge of the theories of family therapy.

Knowledge of effective methods of preventing such dysfunctions as delinquency, substance abuse, school dropout, suicide and related mental health problems, unwed pregnancy, truancy, runaway and incorrigible behavior.

Ability to communicate effectively, both orally and in writing.

Ability to teach psychological and counseling theory, principles, practices and techniques to professional staff.

MINIMUM ENTRANCE REQUIREMENTS

Master's Degree in Social Work or a behavior science from an accredited college or university with three (3) years of experience in delinquency prevention, family therapy, mental health or related training and experience.

NECESSARY SPECIAL REQUIREMENTS

Florida License as Licensed Clinical Social Worker/Mental Health Counselor/Marriage and Family Therapist/Psychologist as defined by the Department of Business and Professional Regulation; or graduation from an accredited college or university with all requirements completed toward a Ph.D. or Psy.D. in Clinical Psychology and license eligible within one (1) year of hire.