



Job Description

Position: Youth and Family Services Director

Department: Department of Youth and Family Services

Reports to: Township Administrator

Last Updated: October 2024

Position Summary:

Oversees the day-to-day operations of the Youth and Family Services Department by administering comprehensive programs and services for Hanover Township youth and their families. Work includes researching, planning, organizing, coordinating and directing required action on policies and/or projects directly related to Youth and Family Services that have been defined by the Township Administrator and/or Township Board. This position recruits and supervises employees of the Youth and Family Services Department, which also includes the implementation of human resource policies and procedures and writing performance evaluations. Leads the department's management team. The director works closely with the Committee on Youth by providing consultation on Youth and Family Services' practices, programs and services. Responds to and interacts with residents, employees and/or others within and outside the organization in a courteous, professional, and effective manner. Performs other duties as required for the successful operation of Hanover Township Youth and Family Services Department.

Essential Job Functions:

- Responsible for financial management, personnel supervision, service delivery, goal attainment, and internal and external relations for the Youth and Family Services Department.
- Accurately assess the needs of area youth and their families to develop programs and services that address these needs.
- Implement an outcome-based evaluation process for all departmental programs to measure their effectiveness.
- Responsible for resource development, the overseeing of research and applications for grants and funding sources such as insurance and Medicaid billing, fee structures, and donations.
- Oversees the operation of the Clinical Division, Outreach and Prevention Division, and administrative functions.
- Develop community relations through the supervision of the Hanover Township newsletter *Hanover Happenings* submissions, social media, press releases, Youth and Family Services webpage updates, and other outreach opportunities with community organizations.
- Recruit, recommend for hire and supervise employees of the department and effectively implement Township-wide human resource policies and procedures.
- Actively seek out staff training opportunities related to the provision of clinical, outreach and prevention services.
- Provide a monthly and annual report of department activities to the Township Board and Township Administrator.
- Serves as the lead staff liaison to the Committee on Youth.
- Actively participate in events sponsored for, by and with the Township.
- Provide leadership by participating on local and state planning committees and boards.
- Mandated reporter for child abuse, neglect and elder abuse.

Supervisory Responsibilities:

- Responsible for direct supervision of the Clinical Manager, Prevention Services Manager, Administrative Assistant, Reception staff, and Tutors.

Other Job Functions:

- Performs all other duties as assigned by the Township Administrator.

Required Knowledge, Skills, and Abilities:

- Capacity to identify and manage multiple projects, programs and services in an efficient and effective manner.
- Full knowledge of the Illinois Mental Health Act and the Illinois Mental Health and Developmental Disabilities Act.
- Patience in working with youth that may have behavioral and learning limitations.
- Ability to constructively lead a group of people and work with a variety of personalities.
- Ability to read, research, and analyze professional, scientific, or technical manuals, procedures, plans, laws, licenses, and legal documents.
- Ability to write grants, reports, correspondence, manuals, and draft policies and procedures as needed.
- Skill in effectively making presentations and responding to questions from managers, residents, elected officials and regulatory agencies.
- Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, residents or other agencies in concise understandable terms.
- Ability to maintain effective professional relationships with elected officials, staff, residents and vendors.

Education, Experience, and Computer Skills:

- Master's Degree in Social Work, Psychology, Human Service Administration or related field preferred. Bachelor's Degree in related field required.
- At least four years of experience with directing programs and services related to youth and/or clinical needs required.
- Four years supervisory experience required.
- Equivalent combination of education and experience.
- Proficient in all Microsoft Office applications including Outlook, Word and Excel.

Special Requirements:

- Willingness to work regular evenings and occasional weekends as needed.
- Bilingual in Spanish preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with reasonable accommodations.

- Must be able to sit, walk, stand, use fingers in a repetitive motion, twist and turn for long periods of time.
- The position may require some light lifting, pulling, pushing and carrying of up to 25 pounds. Less often, moderate lifting of up to 50 pounds may be required.

Environmental Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with reasonable accommodations.

- This position is primarily executed indoors. However, it may require contact with outdoor weather at special event activity participation.
- Contact with low noise levels common in an indoor working environment. Moderate noise levels may be experienced during certain activities.