OPEN AUGUST 11, 2022 (until filled)

JOB TITLE: DIRECTOR OF YOUTH SERVICES

Reports To: Executive Director, LCSW-C

FLSA Status: Exempt

Competitive Salary and Benefits Package

If you are an enthusiastic leader and want to positively impact transcending barriers and transforming communities for Baltimore City's youth, then we have a directorship opportunity for you! Roberta's House – A Family Grief Support Center is nationally recognized as the premier mental health and community-focused expert in grief and loss in an urban setting. The Director of Youth Services is a full-time position at the Headquarters housed in a beautiful state-of-the-art building in Baltimore, Maryland. Competitive salary, benefits, paid time off, and hybrid/flexible schedules are available.

The Director of Youth Services (DYS) provides strategic leadership and ensures the quality of programmatic services in the school-based, grades K-12, Grief & Emotional Wellness Programs such as Good Grief Workshops and Growing Through Loss. The DYS is the primary liaison between all Baltimore partner schools' principals, leadership, and Roberta's House (RH).

A successful DYS supervise and oversee the full scope of the Roberta's House youth services, including school-based programs, "Changing The Game," program specifically for the adolescent population, Camp Erin Baltimore, Peer Ambassador, and relevant community-based activities. They demonstrate quality experience within a public-school setting, including but not limited to coordinating community development workshops. Demonstrated proficiency in cultivating stakeholder relationships and delivering customized professional development within a public school system is required. Overall program development and activities will be guided by evidence, and research-based interventions specific to the urban population served.

The DYS also possesses expert-level knowledge in the development of metrics and program evaluation tools. The DYS stays abreast of the Diagnostic and Statistical Manual of Mental Disorders Fifth Edition, DSM-5.

NATURE AND SCOPE

This executive level position plans, assign, and evaluate the work of others; recruit, assist with staff hires, and trains staff. Additionally, the DYS addresses conduct/performance issues; builds effective work teams and motivates staff; establishes effective working relationships with all levels of public-school partners, agency providers, and stakeholders; makes timely and effective decisions; produces results through evaluation of program policy and protocols.

Engagement with interdisciplinary teams and community-focused initiatives is also a crucial role of the DYS. For example, a multidisciplinary collaboration may include but not be limited to Baltimore City Public school administrators, teachers, school-based social workers, and guidance counselors, local and state enforcement entities, child and adult protective personnel, language/speech interpreters, chaplains, advocate groups, mental health facilities, non-profit organization stakeholders of the education system serving students. In addition, the DYS develops assessment tools that identify best practices and enhance case management, follow-up, and referral protocols.

The DYS ensures the achievement of program goals, maintains data following internal protocols and state and federal regulations, manages grants, prepares budget forecasts, and provides comprehensive, accurate, and timely reports. In addition, as required, they organize reports for submission to the employer's executive director, board of directors, or
legislative committees; they organize and present program information to governmental agencies or community partners.

The DYS participates in management meetings and in-service programs offered by Roberta's House and may be assigned to deliver in-service training sessions. They must demonstrate an ability to communicate in English orally, effectively, and in writing; model behavior that shows respect for the program participant's confidentiality principles. Bi-lingual skill in English and Spanish is desirable but not required.

CORE COMPETENCIES

- Possess critical thinking skills which allow for the ability to understand and interpret complex program demands, federal, state, and local regulations, and grant-seeking criteria
- Demonstrate experience in supervision and leadership of professional and administrative staff; experience in mentoring and developing staff, performance management, etc.
- Possess a working knowledge of grant proposal writing, grant/budget management, grant modification process, and strategic planning
- Possess project management experience with proven execution of accomplishing deliverables in a specified timeframe/deadline
- Demonstrate ability to develop, monitor revenue, and expense budgets for the youth development programs
- Ensure the program budget remains on track, identifying and approving appropriate expenses and costs
- Build and coordinate partnerships with public school officials, key community organizations, and stakeholders, including government agencies, research institutions, and other social welfare organizations
- Develop and maintain effective relationships with service providers, agencies, and partners to ensure that children and families have excellent access to all needed services
- Collaborate and work directly with educators and administrators of partner schools or social services and demonstrate understanding of pedagogy for school-age learners
- Possess a broad knowledge of youth-related program areas, funders, and community partners.
- Demonstrate track record in developing, communicating, implementing, and pivoting strategies in rapidly changing environments
- Stay abreast of current education services trends, practices, and legislation through networking and publications to develop new programs to meet changing needs in Baltimore City's communities
- Possess outstanding verbal and written communication and public speaking/presentation skills, and the ability to lead (facilitate) group meetings/sessions
- Oversee new or revise the current assessment instruments that will keep pace with measurements of the program participant's experience
- Manage performance of the face-to-face interaction with students, parents, educators, and group support meetings to achieve positive, measurable, and sustainable results
- Demonstrate ability to work closely and effectively with individuals from a multi-cultural background, across generations, and at socio-economic levels
- Demonstrate ability to effectively use social media platforms, professional level skill in Microsoft Word (365) and data management systems
- Possess and maintain a valid driver's license and use reliable, private transportation
- Represent the organization in community meetings, events, and partner and potential donor meetings
- Serve on select internal and external committees
QUALIFICATIONS
The candidate shall have five (5) years of supervisory experience and directly related experience in youth program development and executive leadership.

EDUCATION
Master's Degree in Education (M.Ed., MS. or M.A.), Public Health, Social Work (A Maryland State license in social work is highly desirable), Public Administration, Criminal Justice, Sociology, or Psychology from an accredited college or university supplemented and six years of progressively responsible management experience in an education environment, social work, mental health, public safety, non-profit, or related environment.

Project management certification is desirable but not required.

Employment is subject to successful completion of a background security investigation and favorable adjudication. A supplemental investigation may be required upon the work anniversary date or as the employer deems appropriate.

Submit resume and cover letter to Humans Resources at info@insightconsultingassociates.com

Roberta's House is an equal opportunity employer without regard to race, national origin, sex, age, disability, veteran status, sexual orientation, gender identity, or any other classification protected by law.