

YOUTH AND FAMILY SERVICES BUREAU ADMINISTRATOR

DEFINITION

To administer and manage the Youth and Family Services Bureau (YFSB) of the Hayward Police Department; to provide technical consultation on psychological and mental health matters to sworn and professional personnel.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Counseling Supervisor, in that the Counseling Supervisor provides first-line supervisory responsibilities of lower level YFSB professional staff, while the Youth and Family Services Bureau Administrator is responsible for operational administration of all YFSB activities.

SUPERVISION RECEIVED

Receives general direction from the Captain of the Investigations Division.

SUPERVISION EXERCISED

Provides direct and indirect supervision of the School Resource Officer (SRO) Sergeant and School Resource Officers, the Counseling Supervisor and Family Counselors, and assigned clerical personnel.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Leads in the development and implementation of goals, objectives, policies, and programs in the bureau and at the Command staff level of the Police Department.

Evaluates and maintains program services and standards, and oversees the activities of police personnel, counselors, and clerical support staff in the bureau.

Responds to the changing needs of the organization and community.

Provides departmental liaison with community social and mental health agencies and with the school districts.

Supervises, trains and evaluates assigned staff, and makes employment recommendations.

Serves as technical resource to Bureau staff and to the Police Department.

Prepares and controls Bureau budget.

ESSENTIAL DUTIES (Continued)

Evaluates training needs and provides for in-service and external training for Youth and Family Services Bureau and other department personnel.

Maintains records and prepares reports on bureau programs and services.

Makes public presentations of bureau programs, services and juvenile related issues.

Prepares grant applications for federal, state and local funding.

Administers county, state and federal contracts and grants involving the Youth and Family Services Bureau.

Maintains high professional and ethical standards.

Implements and interprets Bureau, Police Department and City of Hayward policies and procedures.

Provides direct services to youth, families, and individuals as needed.

Certifies intern work hours and professional services rendered.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, methods and current practices of organizations, administration, budgets and personnel management.

Mental health services and law enforcement/criminal justice systems.

Scope, activities and functions of private and public social service agencies and mental health facilities.

Theory and principle of human development, particularly child development.

Theory and principle of social aspects of mental and emotional adjustment, including normal and abnormal behavior.

Principles, methods and current practices of crisis intervention and counseling, which includes interviewing techniques, assessment and treatment modalities.

Principles, methods and current practices of gang prevention and intervention.

Use of computer skills, including multiple software formats, email and storage of digital files.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (Continued)

Knowledge of:

Principles, methods and current practices of supervision and clinical consultation.

Diagnostic and Statistical Manual of Mental Disorders (DSM IV) system of diagnosis.

Ability to:

Provide effective clinical supervision and clinical consultation, and monitor standards of clinical practice.

Perform crisis intervention and counseling services.

Supervise, train and evaluate sworn, professional, and clerical staff.

Organize work functions and assign them in an effective and efficient manner.

Evaluate organizational/community needs and design and implement appropriate programs.

Establish and maintain a compatible environment in which both police and mental health professionals can work harmoniously to ensure overall effectiveness of the Bureau and Department.

Provide professional consultation as needed.

Communicate effectively, both verbally and in writing.

Work independently, make sound decisions and set priorities under stressful conditions.

Work collaboratively in the highly structured environment of a police department while maintaining accepted professional standards of clinical practice.

Provide effective leadership to a multidisciplinary group.

Access a personal computer and operate in a standard office environment.

Establish and maintain effective interpersonal relations at all levels of the organization and with the public.

EXPERIENCE AND EDUCATION

Any combination of experience and education equivalent to that which would likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

EXPERIENCE AND EDUCATION (Continued)

Experience: Four (4) years full time experience in a public or private social service setting providing services to families, youth and individuals, including one (1) year in an administrative and/or supervisory capacity. Experience in a multidisciplinary setting is desirable.

Education: Equivalent to a Master's Degree from an accredited college or university in Mental Health Administration, Social Work, Psychology, Counseling or a closely related field. A Doctorate Degree is desirable.

Licenses and Certificates: Possession and maintenance of a license in Marriage, Family And Child Counseling (M.F.C.C.), Marriage and Family Therapy (M.F.T.), Licensed Clinical Social Work (L.C.S.W.), or in Clinical Psychology. Must meet the State Board of Behavioral Sciences or Board of Psychology criteria for supervising licensing hours of unlicensed employees and interns.

Possession and maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) Year

790CS95

Revised February 2012

AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt