

Hendricks County
Job Description

Title: Youth Assistance Program Director
/Early Intervention Advocate

FLSA: Exempt

Department: Superior Court 3

Supervisor: Judge Superior Court 3

PURPOSE OF POSITION:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Hendricks County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Youth Assistance Program Director (Director) is responsible for developing, implementing and overseeing the Hendricks County Pilot Youth Assistance Program. Director will provide technical, professional and administrative guidance to early intervention advocates, case workers, professional and volunteer staff.

ESSENTIAL FUNCTIONS:

- Successfully develop, implement and oversee the Hendricks County Pilot Youth Assistance Program.
- Promotes the support of Youth Assistance Program through contacts with all segments of the community and state, ensuring needed programs will be available and funded.
- Build interest and momentum among community stakeholders to help at-risk children and their families.
- Represents Youth Assistance Program at various events, such as school meetings, conferences, seminars and workshops, including making public speaking presentations.
- Communicates with and provides direction or assistance to participating community, citizens and civic groups involved in programs designed to develop services and resources for the prevention of juvenile delinquency and to maintain children in school.
- Complete an assessment of community resources available to help at-risk children and their families. Identify gaps in services. Identify potential partners to address gaps identified.
- Identify metrics for measuring success of the program. Collect data on metrics and prepare and present reports to Judge, Hendricks County Council, Plainfield Town Council and Plainfield Community School Corporation and other community stakeholders.
- Recruit, screen, train and supervise volunteers to serve at risk children and their families.
- Match clients with most appropriate volunteers, based upon interviews with volunteers and clients, consultations with other agency caseworkers and a review of the clients' files. Assists with supervision of client/volunteer relationship on a regular basis, ensuring a positive influence

is exhibited by volunteers and client progress is being made.

- Develops and implements evaluation techniques to properly identify the needs of children and families, including gathering information about available programs for use by children and families.
- Select evidence-based assessment tools to be used in conducting a comprehensive assessment that identifies risks, needs and strengths of children referred.
- Prepares and provides statistical and other reports for Youth Assistance Program concerning a description of children and families served, volunteer placements and hours provided investigating and services provided. Provide data collection and analysis to drive policy and program decisions.
- Prepare and present an annual assessment of services provided to at-risk children and their families. Identify gaps in services. Recommend a framework and road map for improving coordination of services provided and include the feasibility of further implementation or expansion of Youth Assistance Program.
- Collaborate with Plainfield Community School Corporation to improve at-risk youth's social, emotional, behavioral and academic success to keep youth on track to graduate high school.
- Coordinates activities of Plainfield YAP board, including organizing meetings, reporting preparation, election of officers, and preparation of annual budgets for presentation to local, county or state governments, ensuring successful operations and program progress.
- Coordinates with Plainfield YAP board and serve as ex-officio member and assist Plainfield YAP board ensuring services are consistent with program goals and a consistent approach concerning what services and programs will be established or maintained for at-risk children and their families.
- Applies for private and/or governmental grants and administers such funds for program purposes. Prepares and maintains all records and reports required for each grant.
- Prepares proposed budget for Youth Assistance Program and submits recommendations to the Juvenile Court Judge. Develops statistical and background information to support budget requests. Allocates and manages the program budget.
- Obtain background information when children are referred and contact family to explain program and services available, obtain written consent to services and release of confidential information for children and families who agree to participate.
- For participating children, complete comprehensive assessment and develop case plan that addresses child's identified strengths, needs and delinquency related risk factors including but not limited to:
 - Review all relevant documents;
 - Conduct direct interview with the child, parents and/or guardians, social workers, relatives, school personnel and others with knowledge of relevant facts;
 - Identify child strengths including support systems and resources available. Assess youth's risks, needs and strengths through referral and intake data
 - Identify family needs and strengths;
 - Identify SMART child and family goals for next three to six months;
 - Make recommendations and referrals for services to address reason for referral and goals identified;
 - Provide case management for the youth and/or family;
 - Advocate and/or consult with others on behalf of the child and family;
 - Link child and family to community resources;

- Provide diversion services;
- Monitor the case by in person contact with the child and family sufficient to have in-depth knowledge of the case and make fact-based recommendations;
- Provide crisis intervention;
- Conduct child and family team meetings;
- Maintain complete written records about the case, including a log of appointments, interviews and information gathered about the child and time spent on the case, and volunteer placements and hours;
- Track youth behaviors, school performance and participation in community programs and revise plan as needed.
- Complies with various rules adopted by the Indiana Supreme Court including the Code of Judicial Conduct.

NON-ESSENTIAL FUNCTIONS:

- Perform all other duties as assigned.

EDUCATION & QUALIFICATION REQUIREMENTS:

- Bachelor's degree in Guidance and Counseling, Social Work, Sociology, Psychology, Criminology, Criminal Justice, Public Administration or related field and two (2) years of casework experience involving family and social data and developing treatment procedures or two (2) years' experience as a first line or higher supervisor of case workers or equivalent class.
- Licensed school social worker or Master's degree in Social Work, Psychology, Business Administration or related area strongly preferred.
- Knowledge of the following areas is preferred:
 - Juvenile Court policies, procedures and legal requirements, delinquency programs, probation policies and services and social case work policies and practices.
 - Social Work practices, procedures and resources including casework, group work and community organization methods.
 - Adverse Childhood Experiences (ACES) and trauma informed practices.
 - Knowledge of the needs of at-risk children and children with disabilities and the response of the school community in the form of current federal and state, laws and regulations.
- Technological proficiency with Microsoft Office, Microsoft Excel, Microsoft PowerPoint, Email management, digital calendars (Google, Outlook, etc.), instant messaging, social media management, data analytics and Google Suite.
- Ability to effectively communicate orally and in writing with co-workers, other County departments, local, county and state elected officials, educators, community leaders, parents and children, mentors and tutors, attorneys, probation departments, law enforcement agencies, treatment providers, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Ability to occasionally travel out of town for conferences and training, sometimes overnight, and

travel to communities throughout the County and visits with local officials, schools, business, and/or children's family homes.

- Ability to work flexible schedule which may include mornings, evenings and/or weekends to meet the needs of at-risk children and their families, governmental boards; community organizations and volunteers.
- Possession of a valid Indiana driver's license or chauffeur's license, and a demonstrated safe driving record.
- Have and maintain a lifestyle that ensures public confidence in the integrity, competence, impartiality and independence of the judiciary.

RESPONSIBILITY:

Director's duties are broad in scope, but are of substantial intricacy, requiring consideration of many complex variables and their interrelationships. Guidelines are provided by Hendricks County Juvenile Court Judge, requiring independent judgment in interpreting precedents and adapting methods to individual cases/situations.

Director reports and is responsible to the Juvenile Court Judge of Hendricks County. Director shall have broad independent authority, but Director shall exercise good judgment in accordance with directions from the Judge as to which issues and decisions to bring to the Judge. Director interprets and applies policies, procedures and standard practices of the profession to the Youth Assistance Program.

WORKING RELATIONSHIPS:

Director communicates frequently with a wide variety of individuals and agencies, including but not limited to: professional and clerical employees/staff, local, county, and state elected officials, educators, and community leaders; other County departments; parents and children, mentors and tutors, attorneys, probation departments, law enforcement departments, treatment providers and the public.

WORKING CONDITIONS & PHYSICAL DEMANDS:

The work is an office environment, with occasional travel for assessments, conferences, meetings and training.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT:

The job description for the position of Youth Assistance Programs Director/Early Intervention Advocate describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes___

No___

Applicant/Employee signature

Date

Print or type name