

**City of San Rafael
Job Class Specification**

Job Title: Youth Services Program Supervisor

SUMMARY

Develops and supervises a prevention and diversions programs for youth, family counseling and parenting classes. Supervises Marriage and Family Counselor Interns.

General supervision is provided by the Support Services Division Captain or his/her designee. Responsibilities include the direct and indirect supervision of support staff and other assigned personnel.

This classification represents the first level of supervision in the police youth services series and is responsible for planning, organizing, supervising, and reviewing the work of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties described are representative of those that must be met by an employee to successfully perform essential job functions. Additional duties may be performed as required. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties.

- Conducts in-service training program for professional staff.
- Coordinates counseling center with school and community services; promotes counseling services to the community.
- Manages and promotes youth camp and fundraising efforts
- Analyzes counseling and guidance procedures and techniques to improve quality of service.
- Counsels individuals and groups relative to personal and social problems, and educational and vocational objectives
- Communicates with school resource officers and mental health officers to assist mentally ill youth.
- Addresses community groups and faculty members to interpret counseling service
- Creates alliances with other agencies to create more effective diversion interventions for youth offenders.
- Supervises caseloads of counseling personnel; supervises in-service training programs in counseling for Marriage and Family Interns.
- Participates in appraising qualifications of intern candidates for meeting state experience requirements for licensure.
- Researches grant opportunities to fund existing and future youth services programs.

KNOWLEDGE OF:

- Modern police methods and procedures
- City and Department policies and procedures
- Information technology, personal computers and related software applications
- Principles of supervision, training, employee appraisal, discipline and development
- Principles and practices of youth, family, and group counseling
- Community resources for youths

ABILITY TO:

- Communicate effectively both verbally and in writing.
- Establish and maintain cooperative relationships with the public and fellow employees.
- Supervise, train, evaluate, schedule and organize the work of subordinate personnel.
- Effectively mentor and develop subordinate employees.
- Maintain confidentiality regarding sensitive information.
- Interact with youth, families, schools, and resource agencies and police personnel
- Make oral presentations to groups
- Maintain accurate records and reports
- Perform therapy for individuals and families

LANGUAGE, MATHEMATICAL AND REASONING SKILLS:

Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from mental health professionals, clients, and the general public. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION, CERTIFICATION AND EXPERIENCE:

Masters in counseling, social work or psychology. Licensed as a Marriage Family Therapist, Clinical Social Worker or Psychologist. Two years professional experience with license required to supervise intern counselors. Valid driver's license.

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. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to sit, reach and grasp with hands and arms. The employee is occasionally required to walk, bend, squat, and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Hazards: Hazards are moderate, fairly predictable and protected against.

Department: Police
FLSA Status: Non-Exempt
Prepared By: SRPD Succession Planning Committee
Prepared Date: November 2008
Approved By: City of San Rafael & San Rafael Police Association
Approved Date: April 2010