

POSITION DESCRIPTION**DIRECTOR II**

Director of Prevention
Center for Child and Family Services
Region Ten Community Services Board

CLASSIFICATION TITLE: Director II

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA exempt position. The incumbent serves as a Director II of Region Ten Community Services Board's Child and Family Center's prevention services and family wellness services. They have the responsibilities of program implementation and supervision of the staff delivering these services; developing and managing budgets; developing funding sources and negotiating contracts; serving as agency representative on community planning teams; as well as having a dynamic awareness of community issues and providing proactive solution-focused decision-making.

The incumbent is also responsible for development and delivery of school-based services provided by the Student Assistance positions. This team provides substance abuse and mental health prevention, student counseling, mental health and substance abuse assessments/referral and school-based crisis intervention.

The incumbent is also responsible for non-school based prevention services for the community as defined by DBHDS prevention priority areas. This includes tobacco merchant education, suicide prevention, and opioid use prevention, as well as family wellness initiatives such as parenting programs and trauma education. Community coalition work is instrumental to the work of prevention, and the incumbent should demonstrate leadership in assuring the success of a community wide prevention coalition utilizing the strategic prevention framework model (SPF).

The incumbent reports to the Senior Director for Region Ten's Center for Child and Family Services and receives general supervision referring specific situations to the supervisor unless clarification or interpretation of policy is needed. In carrying out position duties, they perform in accordance with applicable professional ethics and established Region Ten policies.

The incumbent is expected to function with initiative, as well as utilize independent judgment.

The essential functions of this job are starred below (*) under "Major duties."

MAJOR DUTIES:

1. *Develops, coordinates and supervises substance abuse and mental health prevention programs to be delivered by prevention staff in the schools, community, and among professionals.
2. *Seeks funding from a variety of different sources, i.e., state office, federal and private sector sources to initiate or expand prevention services.
3. *Develops, coordinates and supervises family wellness program (currently trauma education, Family Check Up & Everyday Parenting).
4. *Represents Region Ten Prevention and Family Wellness in community coalitions and reports ongoing community needs in substance use, mental illness, and family wellness and collaborates with partner agencies and organizations. Participates as a coalition leader when appropriate.
5. *Provides community based trainings as required by DBHDS including but are not limited to Mental Health First Aid, ASIST, trauma education.
6. *Supervises the Tobacco Prevention efforts mandated by DBHDS by training prevention program manager and staff to conduct store audits, organizing yearly campaign plans, and record data in Counter Tools data collection system.
7. *Provides programmatic leadership to staff; recruiting, hiring, supervising and evaluating their performance.
8. *Provides supervision to team and other agency staff as assigned, as well as direct supervision of team program.
9. *Attends all required meetings
10. *Completes grant-specific reports for family wellness, SOR, and SABG.
11. *Provides a conduit for agency information to be communicated to all staff that is supervised.
12. *Performs other duties as assigned in keeping with general description of this position.
13. *Reads all agency communication (i.e., Staff Notes, e-mail, etc.).
14. *Inputs data related to programming for the internet based State Database system (PBPS).

QUALIFICATIONS:

To ensure the safe and efficient operation of the program, a valid Virginia Driver's License plus an acceptable driving record as issued by the Department of Motor Vehicles are required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided. This position requires that a person is a licensed mental health provider. The incumbent must possess the following qualifications, knowledge, skills and abilities:

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Education: Master’s Degree in counseling or social work and 2 years of experience in prevention specific work. Licensure and ability to clinically supervise preferred.

Experience: See Education above.

Licenses and Certifications: A valid Virginia driver’s license is required. Licensed mental health provider required.

Knowledge of: principles, theory and strategies of treatment/training/prevention in the fields of substance addiction, mental illness and financial management and accounting principles and procedures; principles and practices of team development and management by objectives; principles and practices of staff recruitment, supervision, training and evaluation; specific state, local and federal requirements; and educational systems.

Skills in: innovative development and implementation of prevention programs; treatment strategies in mental health and substance addiction; public speaking; in-service training; teaching; workshop presentations; provision of services in a variety of different environments to a variety of different audiences; coordinating local agencies to combine efforts in prevention field; crisis management; organizing records; service delivery; staffing patterns; communicating job responsibilities and expectations to staff and measuring performance outcomes; staff development; and creating and managing financial records system; personal computers and keyboarding.

Abilities to: provide prevention/education services to groups, schools, adults, children, families, individuals on substance addiction and mental health issues and provide consultation in these areas to agencies, and in particular to schools; carry out established policies and procedures; organize and maintain a complex record keeping system to document and monitor services; work effectively with and through a large staff to meet program goals - i.e., to translate policies and procedures and standards into daily practices; model professional attitudes; develop staff so that they can perform their functions, work effectively with contractual services to coordinate plans, and assist in delivering quality programs; quickly assess and react to client and program emergencies; allocate resources to appropriate needs and operate within a budget.

MANAGER PERFORMANCE EVALUATION STANDARDS

This position is evaluated according to the Manager Performance Evaluation Standards.

POSITION LOCATION: Region Ten Community Services Board
500 Old Lynchburg Road
Charlottesville, VA 22903

POSITION ORGANIZATION CHART

Senior Director
|
Director II

GRADE: 14

SCHEDULE: Full time

Position Description Updated: June 26, 2020.

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

Signature

Name Printed

Date