



**TITLE:** Director of Child, Youth and Family Services

**STATUS:** Exempt

**IMMEDIATE SUPERVISOR:** Chief Executive Officer

**PROGRAM/DEPARTMENT:** Child, Youth and Family Services

**SUMMARY OF POSITION RESPONSIBILITIES:**

Under the direction of the Chief Executive Officer, the Director of CYF must proactively address and resolve problems/issues/concerns by offering cultural competent leadership, direction, and/or support to program managers, physicians and other staff members of the agency.

The Director of CYF must: facilitate ongoing performance development, team building and capacity building; be responsible for the division's operations, personnel, programs and public relations; submit all required reports, including an annual monitoring report; achieve a high program rating in all monitoring categories; ensure that the program is compliant with the policies of Westside and all regulatory agencies; strictly adhere to all deadlines; and coordinate compliance with the Human Resources Manager, Medical Director and Director of Finance.

The Director of CYF is responsible for the conceptualization of appropriate solutions for major program and/or fiscal problems, and implementation of agreed policies and procedures that solve problems related to Child, Youth and Family Services. The Director of CYF must ensure the successful integration of clinical services and programs, foster positive working relationships, and act as a liaison with County mental health and substance abuse staff and the San Francisco Unified School District.

**GENERAL DUTIES:**

1. Responsible for daily clinic operations which include: appropriate staffing levels/patterns; orientation of new staff; applicant interviews for posted job vacancies; recommendation of new hires; scheduling work assignments; approving time-off requests; monitoring payroll; conducting performance evaluations; training staff; monitoring license renewals; and providing staff counseling and/or recommending progressive disciplinary actions.
2. Identify, resolve and/or make recommendations to the Chief Executive Officer on major problem areas.
3. Monitor staff unit of service billing and productivity and provide feedback to staff. Provide emergency and clinical back-up in the absence of clinical staff. Provide necessary direction to clinical staff regarding client assessment/client

intervention issues.

4. Assist in developing, implementing, monitoring and evaluating client case management policies, procedures and standards/protocols. Ensure contract compliance, quality assurance, continuity, coordination and integration of services.
5. Identify specific staff clinical/service deficits; develop and implement strategies to train, develop and/or reclassify staff training, development and/or reclassification.
6. Maintain fiscal accountability, and monitor and prepare timely reports on program budgets, fee collection, and progress toward unit-of-service goals.
7. Ensure compliance with Westside Policies and Procedures and all funding contracts. Participate in developing, implementing, monitoring and evaluating new and/or revised Westside Policies and Procedures.
8. Provide data/information for processing of service contracts/funding negotiations.
9. Support the mission, vision and critical success factors of Westside Community Services.

**MINIMUM QUALIFICATIONS:**

1. Minimum of three (3) years of supervisory experience in an agency that provides health and human services.
2. Demonstrated leadership and budget management skills.
3. Ability to provide comprehensive, community-based services to seriously mentally ill individuals.
4. Excellent written and verbal communication skills.
5. Ability to work cooperatively and effectively in an interdisciplinary team, and with other service providers, in a multi-cultural, multi-lingual environment.
6. Valid CA license as a clinical psychologist, social worker, or MFT required.
7. Valid CA Driver's License and an insured private vehicle required.
8. Master's degree in Psychology, Social Work, Counseling, or other related social/behavioral science preferred.

**WORK SCHEDULE:**

Monday through Friday  
Some weekend coverage

I have read and received a copy of the Director of Child, Youth and Family Services job description.

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Date