

JOB DESCRIPTION

JOB TITLE: Youth and Family Services Director
EMPLOYER: Deaf Community Services of San Diego
DEPARTMENT: Youth and Family Services
REPORTS TO: Deputy Director
ANNUAL SALARY: \$55,000-\$60,000 (BOE)

SUMMARY: The Youth and Family Services Director is responsible for the supervision, general coordination and day to day operations of youth and family activities and events, projects and programs; including but not limited to youth camps, mentorship, and after school programs, educational resource center, and Family American Sign Language (ASL) classes.

DUTIES AND RESPONSIBILITIES:

- Manage all aspects of programs from developing, implementing and executing to tracking results and reviewing department financials and budget
- Supervise and support all Youth and Family Services employees providing coaching and leadership through a collaborative team approach
- Coordinate and manage annual camps and other youth programs
- Implement and manage a strong Education program, including after school programs, mentorship programs and ASL classes for hearing parents, extended family members and siblings
- Provide and manage training and resource center for family members and other sources of support on a variety of topics related to Deaf Culture and ASL.
- Manage resources and develop curriculum and key goals, indicators for success
- Provide and manage public awareness and community education to hearing individuals and organizations to improve understanding and sensitivity to Deaf Culture and communication and diverse groups within the deaf community
- Represent DCS and/or the deaf community at meetings and community events as needed
- Research, assess, and develop strategies for creating programs and education for families of deaf and hard of hearing, including programs about early intervention
- Work with the administration team to acquire funding sources for programs
- Collaborate and create effective program policies and procedures
- Network in order to build a wide variety of resources beneficial to the community

Other:

- Possess reliable transportation and be able to attend off-site activities regularly

QUALIFICATIONS:

- Bachelor's Degree in deaf studies, social work or related field. MA Degree Preferred
- Three years of experience working at a social service agency, preferably with deaf and hard of hearing
- At least two years of supervisory experience
- At least two years of experience coordinating youth and family programs and services
- Understanding of Deaf Culture and the Deaf Community of San Diego
- Knowledge of available community resources and programs
- Understanding of Americans with Disabilities Act
- Demonstrated analytical and writing skills
- Effective public presentation skills and comfortable making presentations to groups
- Record-keeping techniques and HIPAA regulations
- Analytical and problem-solving skills
- Modern software applications such as Microsoft Office including Word, Excel, Access, Outlook and PowerPoint, Windows, and Internet Browser applications
- Ability to maintain confidentiality, composure and professionalism in a variety of situations

CORE COMPETENCIES:

- **Project Management**--Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- **Communication**--Communicates clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication**--Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Teamwork**--Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Managing People**--Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.

- **Equity**--Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds and supports an equitable workforce.
- **Ethics**--Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.