Director of Prevention/Workforce Services

Job Description

The Director of Prevention / Workforce Services is a leadership role within the Learning Web (LW) with managerial/supervisory duties over LW's prevention/workforce related programs including but not limited to LW's SSF, Life Skills, YEP, Open doors/Kinship, and Wellness programs. This position serves as a role model for engaging youth in all aspects of LW programming, program development/supervision, and in providing key administrative support to ensure the programs meet their goals. The Director of Prevention/Workforce Services reports to the Executive Director and is a member of Leadership Team along with the ED, Deputy Director, and Director of Youth Outreach. An individual who is experienced, creative, forward-thinking, growth-oriented, committed to CQI, a personnel/staff whisperer, process focused, culture builder, and able to multitask would be ideal for this position.

Scope of Work

Programmatic Responsibilities

- Grow, enhance, and develop programming within position purview.
- Plan and conduct feedback/continuous quality improvement process with youth participants, staff, and community partners to identify needs and develop goals that align with the agency's mission.
- Work collaboratively with staff and agency leaders to prioritize programmatic additions and changes.
- Oversee the rollout of programmatic changes, monitoring and evaluating the changes over time and utilizing feedback to refine programs.
- Coordinate activities and events that enhance programmatic offerings.
- Solicit and foster cooperation with other local services providers with expertise to broaden opportunities for youth on site at the Learning Web.
- Assist program staff in making connections and working cooperatively with other agency personnel, school districts, and community volunteers to ensure that services/programs are known to all in Tompkins County.

Administrative Responsibilities

- Manage all aspects of the Prevention / Workforce Services Department, including the following programs: SSF, Life Skills, YEP, Open Doors/Kinship, and Wellness.
- Lead, supervise, coach, train, and evaluate Prevention/Workforce Services Department staff (6); assign, balance, and monitor caseloads; engage staff in timely preparation of paper and electronic records documenting all work with program participants; report quarterly on staff progress toward meeting goals.

- Ensure that reporting requirements are met, including due dates, report accuracy, and filing requirements.
- Ensure compliance with all requirements of the agency by oversight bodies including the NY Office of Children & Family Services, OTDA, TCYS, HHS- Federal Youth Services Bureau, CoC 510, HUD, and NY state law; actively engaged in developing and implementing systems to track compliance.
- Facilitate state, federal, and local program inspections and meet with monitors.
- Represent The Learning Web and Prevention / Workforce Services Department, building strong relationships with the larger community, including community partners/collaborators, other LW Departments/Programs, related funders/stakeholders, TCYS, TC DSS, and CoC.
- Maintain high ethical standards when carrying out all duties and maintain strict adherence to all confidentiality, legal, and agency guidelines in all areas of service provision.
- Manage Prevention / Workforce Department data management systems FileMaker and HMIS, including auditing of files and generation of reports.
- Provide effective, supportive, instructive, and consistent program staff supervision and management.
- Participate in posting/Interviewing of potential candidates, within department purview.
- Conduct department staff meetings, individual staff supervision sessions, periodic staff evaluations, and staff coaching.

Direct Service Responsibilities (As needed)

- Maintain, as needed, a limited caseload of youth/young adults engaged in any of the programs within the position's purview.
- Provide one-to-one and small group training to participants/staff as needed.
- Provide Case Management/ Program coordination/activities coverage during staff shortages/vacations, etc.

Hours

This is a full-time, 40-hour-per-week in-person position that does require the ability to have a flexible schedule.

Qualifications

- College degree, Master's preferred, and at least four years' experience working with youth or young adults in a community/human service setting.
- Experience providing crisis intervention, group and/or staff training preferred.
- Demonstrated supervisory experience (at least three years).
- Demonstrated ability to work effectively with difficult-to-reach service populations, especially homeless/disenfranchised youth and young adults, in a multi-disciplinary human service setting.
- Possess excellent organizational skills and the ability to deal with multiple tasks simultaneously.
- Experience working with social service agencies, schools, and non-traditional educational programs.

- Ability to relate to people from all walks of life in a respectful, personable, effective manner.
- Familiarity/proficiency with MS Office Suite, Zoom, Social Media platforms, Internet and Database Management software.
- Must pass a criminal background check, a NYS Child Abuse Registry check, and possess a valid, clean driver's record.
- Must have a reliable, fully insured vehicle.

Compensation:

- Salary range commensurate with experience: $60k-$65k
- 403(b)
- 85% paid individual health insurance
- Dental, vision and other supplemental insurance available at employee's expense
- Generous sick and vacation leave

- **To Apply:**
- **Respond directly on INDEED (preferred) or**
- **Send a cover letter and resume** to info@learning-web.org with "Director of Prevention/Workforce Services" in the subject line. Documents may be mailed to The Learning Web, Attn: Deputy Director, 320 W. Buffalo Street, Suite 2, Ithaca, NY 14850. Deadline: Until filled.
- Final candidate must complete a Learning Web Employment Application, pass a criminal background check, a State Child Abuse Registry check, and a Driver's license check.
- For information about our agency and programs, please visit us on the web at www.learning-web.org
- The Learning Web is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sexual orientation, gender, gender identity or expression, or disability. Individuals who have a diverse perspective and are supportive of diversity are strongly encouraged to apply.