



COUNTY OF ERIE  
POSITION ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER

**POSTING DATE: July 22, 2016**

**CLOSING DATE: August 5, 2016**

**TITLE: PROGRAM DIRECTOR**

**GRADE: M-I**

**(Civil Service Class Title; Class Code-Position Number: Youth Development Counselor 3; L0933-0001)**

**BARGAINING UNIT: NON-BARGAINING**

**(Seniority Position: NO)**

**DEPT: Erie County Human Services/OCY  
Edmund L. Thomas Adolescent Center  
Dependent Shelter  
4718 Lake Pleasant Road, Erie, PA**

**SALARY RANGE: \$20.14/hour \$41,891/annual – Minimum  
\$37.76/hour \$78,541/annual – Maximum**

**HOURS PER WEEK: 40  
Monday – Friday, 8:00 a.m. – 4:00 p.m.**

**\*\*\*THIS IS A REGULAR, FULL-TIME, CIVIL SERVICE POSITION\*\*\***

**PROCEDURE TO APPLY:** Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position should submit a County Employment Application, Bid Form and Resume stating their qualifications to the Human Resources Dept., Erie County Court House, 140 West Sixth Street, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm. **Application materials must be received by or postmarked on or before: Friday, August 5, 2016.**

JOB APPLICATION PROCEDURES, APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT [www.eriecountypa.gov](http://www.eriecountypa.gov). CLICK ON THE "JOB OPPORTUNITIES" LINK TO ACCESS FORMS. COMPLETED FORMS CAN EITHER BE HAND DELIVERED OR MAILED TO THE ABOVE HUMAN RESOURCES ADDRESS, OR, FAXED TO HUMAN RESOURCES @ 814-451-6484.

*Inquiries related specifically to job duties and responsibilities may be directed to Gerald Battle @ 451-6191. All other inquiries may be directed to Jaynette Simmons @ 451-6852.*

**THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. IF YOU ARE CONTACTED FOR AN INTERVIEW AND NEED ACCOMMODATIONS FOR THE INTERVIEW DUE TO A DISABILITY, PLEASE ADVISE THE INTERVIEWER OF THE ACCOMMODATIONS YOU REQUIRE WELL IN ADVANCE OF THE INTERVIEW.**

**ALL NEW HIRES IN THE DEPT. OF HUMAN SERVICES ARE REQUIRED TO PROVIDE AND ARE SUBJECT TO PENNSYLVANIA CRIMINAL AND CHILD ABUSE CLEARANCES AS WELL AS AN FBI FINGERPRINT CLEARANCE.**

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**MINIMUM REQUIREMENTS/QUALIFICATIONS:**

All applicants must meet both the Pennsylvania residency requirement and the minimum experience and training (METs) required for the job. The METs for this position are: One year of experience as a Youth Development Counselor 2; **OR;** Three years of experience working with adolescents including two years of counseling experience in the area of the prevention of juvenile delinquency or the rehabilitation of delinquent youth, one year of which must have been in a supervisory or consultative capacity and a bachelor's degree; **OR;** Any combination of equivalent experience and training.

**(continued on reverse)**

Applicant must also be EITHER:

1. Within reach through the Rule-of-Three process on the current comparable PA State Civil Service List of Eligibles for a Youth Development Counselor Manager (Job Code – 41830);  
**OR**
2. Promotable without Exam through Civil Service by currently holding regular PA State Civil Service status in the next lower Civil Service class title of either a Youth Development Counselor 1 or Youth Development Counselor 2.

For any other classification, a determination will be made as to whether a logical occupational functional or career development relationship exists with the posted position and/or whether there is a clear linkage between the required knowledge, skills and abilities with those needed for the posted position.

**Applicants must also meet Civil Service Meritorious Service and Seniority criteria:** Meritorious service is defined as, a) the absence of any discipline above the level of verbal reprimand during the twelve months preceding the closing date on this posting, and b) the last due overall regular or probationary performance evaluation was higher than “unsatisfactory.” Civil Service Seniority is defined as a minimum of one year in a next lower class by the closing date of this posting.

- OR**
3. Eligible for either reinstatement, transfer, reassignment or voluntary demotion to the Youth Development Counselor 3 classification.

### **DUTIES AND RESPONSIBILITIES**

**Functional Statement:** This position serves as the Program Director of the Edmund L. Thomas Adolescent Center’s (ELTAC) Dependent Shelter within the Erie County Office of Children and Youth (OCY). The Program Director is located at the Dependent Shelter facility at ELTAC and reports directly to the Superintendent (Youth Development Counselor 4) of ELTAC.

Primarily responsible for monitoring Title I programs.

#### **Administrative**

- Prepares a staff schedule for the Shelter program. Assures adequate and appropriate staff coverage for the three shifts during the 24-hour, 7-day a week period.
- Recommends approval/disapproval of all leave requests based on the operative staffing pattern. Maintains annual leave records and compensatory time.
- Coordinates and assures smooth day-to-day operation of the programmatic aspects of the Shelter. Manages Court related responsibilities.
- Supervises and trains newly hired Youth Development Counselors. Assures training records are accurate and coordinates employee training.
- Prepares reports and correspondence as needed.
- Provides supervision and administrative duties at the ELTAC Detention program in the absence of the Program Director and Superintendent.
- Attends ELTAC and OCY administrative meetings; serves as liaison between OCY and ELTAC; attends case management review meetings; and, edits all out-going Court related documents.
- Evaluates performance of subordinates. Prepares annual performance evaluation reports. Provides guidance and technical assistance.
- Administers the Shelter budget, approves invoices and monitors expenditures on a routine basis. Approves Shelter payroll.
- Establishes policies and procedures in compliance with applicable federal, state and local statutes, ordinances and regulations. Develops and implements operational procedures. Trains staff as needed to assure uniform application.
- Sets overall program goals, and establishes methods to implement and evaluate goal achievements. Communicates efforts/accomplishments to staff and community through appropriate activities.

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- Coordinate, advise and schedule Dependent Shelter student interns.
- Availability to be contacted 24 hours/day in emergency situation, or, identify suitable administrative contact if unavailable.

### **Direct Services**

- Conducts interviews to gather information essential to the assessment and intervention for each individual child. Includes contacts with the child, family members, Children and Youth caseworkers, Juvenile Probation officers, law enforcement officers and collateral contacts crucial to the child's case management.
- Provides counseling to residents and their families to aid them in achieving a more satisfactory adjustment to their problem situations.
- Monitors medical compliance within program to meet State regulations. Assures special medical needs of the residents are met. Monitors for problems common and/or unique to disturbed adolescents, such as insomnia, enuresis, encopresis, anorexia, bulimia, etc. Arrange for emergency medical care when necessary. May include direct provision of CPR and first aid as indicated. Arranges transportation for residents with pertinent medical appointments.
- Provides crisis intervention and counseling to residents and families as needed.
- Advises staff in application of appropriate discipline action when necessary. Reviews expectations with residents. Clarifies consequences of inappropriate behavior. Encourages development of more pro-social behavior through use of shaping techniques and established behavior modification techniques.
- Supervises all activities of the program. Assures each child's safety and security as well as their emotional well-being.
- Supervises a behavior modification program designed to meet the individual needs of each resident.

### **Case recording**

- Monitor all daily observation reports and document any specific emotional/social/physical problems.
- Ensures that a summary of the child's behavior and adjustment while a resident at the ELTAC is prepared for the Juvenile Court.
- Develops an intake process that helps children to understand their new environment.
- Maintains confidentiality of records. Exercises appropriate professional discretion in sharing information orally regarding clients.
- Develop a resident handbook.

### **Other**

- Interprets the program, policies and procedures to individuals, groups and other agencies.
- Maintains positive community involvement and relationships.
- Participates in meetings for the purpose of diagnosis and treatment planning. Serves as liaison with community agencies for the child.
- Attends relevant in-service and other training. Reads available books, journals and other literature regarding adolescent development, emotional disorders and treatment.
- Works closely with other social agencies, Courts and community resources.
- Conducts and attends staff meetings. Attends participatory management meetings when appropriate.
- Prepares annual reports and compiles statistical information.
- Performs other related duties as required.

**\*\*\*This position is governed by the Erie County Employee Handbook\*\*\***