

YOUTH DYNAMICS, INC.
JOB DESCRIPTION

Job Title: Area Manager	FLSA Status: Exempt
Supervisor: Associate Clinical Director	
General Information: Under direction and supervision of the Regional Supervisor(s) the Area Manager is responsible for staff supervision, operational oversight and coordination of Youth Dynamics, Inc. programs within a designated service area.	
Minimum Qualifications	Bachelor's degree from an approved accredited University/College required with a training focus on social work, psychology, education, guidance, human services or a similar discipline compatible with Youth Dynamics, Inc. programs. Must have as least two (2) years of progressively responsible supervisory and program management experience in a social service agency, group home or residential care facility as well as at least three (3) years experience in direct services with troubled/disturbed clients. Must be highly skilled in working in a therapeutic fashion with troubled youth, their parents, Treatment Parents, and other professionals in the community. Must demonstrate the ability to communicate effectively orally and in writing.
Required Knowledge, Skills And Abilities	<ul style="list-style-type: none"> • Thorough knowledge of the organization, policies and procedures, structure and operations. • Ability to communicate well with others both orally and in writing, using both technical and non-technical language. • Ability to establish and maintain effective working relationships. • Ability to prepare accurate and reliable reports. • Ability to operate a personal computer using standard word processing, spreadsheet and database applications appropriate to assigned duties. • Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions. • Ability to perform a wide variety of tasks with accuracy and speed under the pressure of time sensitive deadlines. • Ability to be flexible and adapt to organizational changes and needs. • Ability to work independently. • Ability to collaborate and to work as part of a team. • Ability to lead group/team processes. • Ability to travel. • Possession of a valid drivers license and minimal insurance required by law. • MANDT training (provided by YDI).
Essential Physical Abilities	<ul style="list-style-type: none"> • Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with others both in person and over the telephone. • Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written materials, in both hardcopy and electronic form. • Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and transport files. • Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to travel and to access work sites, carry supplies, files, equipment and food up to 30 pounds.
Principal Responsibilities	<p><u>Organizational Development</u></p> <ul style="list-style-type: none"> • Participates with Human Resource Director and Regional Supervisor in recruiting, hiring, and termination of employees according to procedure. • Coordinates onsite orientation /training activities • Approve schedules/time off • Time sheets, except overtime • Counsel personnel concerning performance issues up to and including corrective action plans • Evaluations of employees that are supervised • Outreach duties as assigned. • Assist in and promote program development as assigned. • Mileage approval • Lease Car Tracking • Process requests for release of records in conjunction with Privacy Official • Assure good communication and good relations with all agencies and personnel involved with Youth Dynamics, Inc. • Assure the implementation of Youth Dynamics, Inc. goals and mission statement through positive leadership and role modeling for service area staff.

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	<ul style="list-style-type: none"> • Assures completion of on call schedule and monitors coverage. • Assure consistency with the implementation of Youth Dynamics, Inc. policies and procedures as well as assurance of mandated protocols (Mental Health Center Administrative rules, Medicaid Standards, Child Placing Agency Regulations) • Monitor coverage for area staff vacation, sick time and vacancies as assigned. • Conducts scheduled professional and support staff meetings in designated service area. • Responsible to maintain systems and procedures for reports and communication with Regional Supervisor(s) on area activities. • Disseminate all appropriate agency communications to area staff • Available to troubleshoot, problem solve, support staff, and mediate as assigned. • Assure staff and Treatment Parent training is occurring according to agency policy. • Authorize travel reimbursement and petty cash expenditure claims and conduct quarterly petty cash audits • Coordinate referrals for service and chair local Referral Team. • Field all enquiries for clinical services and complete all intake work on new clients • Other duties as assigned by Supervisor. <p><u>Public Relations</u></p> <ul style="list-style-type: none"> • Participate in all relevant community clinical meetings involving YDI business • Visit regular referral agencies on consistent basis • Promote YDI programs by participating in community events, making presentations as assigned. • Maintain tact, diplomacy and professionalism at all times. • Maintain confidentiality and abides by APA ethical guidelines. <p><u>Performance Improvement</u></p> <ul style="list-style-type: none"> • Carry out/facilitate implementation of the Service Area Development plan on quarterly basis • Assure completion of clinical chart audits per agency policy and licensing/accreditation requirements. • Assist in maintaining appropriate accreditation standards in local service area • Work with Performance Improvement Manager to coordinate implementation of Performance Improvement Plan. <p><u>Organizational Responsibilities</u></p> <ul style="list-style-type: none"> • Awareness of community needs that might be addressed by Youth Dynamics, Inc. and work with the Management Team in considering program expansion opportunities. • Collaborate with the Human Resource Director to recruit, screen, and hire qualified staff within 30 days of vacancy. • Responsible for safely operating personal/lease vehicles during the transport of clients, travel to other Regions, and any business related travel as assigned by your Supervisor. • Maintain awareness of work environment and perform duties in a safe and responsible manner. • Maintain tact, diplomacy and professionalism at all times. • Complete required paperwork in an accurate and timely manner. • Participate as a positive member of the Youth Dynamics, Inc. organization. • Act as a positive representative of Youth Dynamics, Inc. to the public. • Participate in public relations and marketing efforts approximately 5% of your time. • Participate in regular supervision with your Supervisor. • Participate in staffings and relevant in-service training as needed or required. • Attend all meetings as are necessary to fulfill job responsibilities. • Develop a plan for personal and professional growth, as needed. • Carry out other responsibilities as assigned by your Supervisor to further the mission of Youth Dynamics, Inc.
<p>Minimum Expectations</p>	<ul style="list-style-type: none"> • 10-15 clinical staff = 1 FTE • Outreach according to assignment in SAD Plan. • Attendance at monthly Area Coordinator/Manager conference calls. • Facilitate all area referrals • Meeting growth expectations as per SAD plan • Maintaining minimum caseload/FTE ratios or arrange alternative assignments with Regional Supervisor for those at less than minimum for 4 consecutive weeks • Continuously maintain adherence to Policies and Procedures. • Timely (within 30 days of due date) and accurate (backup documentation with goals for improvement) performance evaluations.

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I acknowledge receipt of this job description:

Employee

Date