



**Position:** Program Director – Youth Stand United: Employment & Education Program  
**Program/Department:** Division of Youth Development  
**Reports to:** Division Director  
**Hours:** Full Time (M/W/F 9-5, T/Th 12-8)

**Position Summary:**

Founded in 1866, Brooklyn Community Services (BCS) empowers children and families to reach their full potential, strengthen families, and foster self-sufficiency in adults. With programs in 25 locations, BCS serves more than 12,000 individuals a year.

Youth Stand United: Employment and Education Program aims to assist youth (16 to 21) with serious emotional disturbances in making a successful transition to adulthood. Services are designed to strengthen families and help youth to develop competencies and skills that promote economic self-sufficiency, self-reliance and personal growth, and include work training and clinical support services.

Youth Stand United is a pathway for young people to get on track with obtaining their education and pursuing meaningful employment. We offer an opportunity to gain a high school equivalency degree by passing the Test Assessing Secondary Completion (TASC), career guidance, job training, and counseling services.

The goal of Youth Stand United is to annually assist 88 youth to move towards independence by improving their academic and employment status through pursuing TASC diplomas and obtaining competitive employment and addressing mental health challenges. The program encourages family and caretaker participation. Program services include academic enhancement through class work, tutoring, creative arts and cultural activities, internship experiences, job placements, mentoring and job follow up services.

The Director should have proven ability to manage a professional staff and interact with the community. S/he must be a hands-on strategic thinker, a planner and problem solver, prepared to lead and direct staff through change and program development. Excellent communication skills are critical. The Director must be comfortable communicating with the people who receive services and their families, comfortable in training staff, dealing with crisis-intervention, and clients with a history of trauma.

**Responsibilities:**

- Reports to Division Director of BCS Youth Development Division; Works in conjunction with Cornerstone Site Director (co-location)
- Oversee the day-to-day operations, monitoring and reporting of the YSU program. Responsible for program and staff development. Provide clinical and administrative oversight of staff within the program.
- Ensure all services are accessible, coordinated, person-centered and developmentally appropriate.
- Convene weekly and monthly individual and team staff meetings to provide supervision, guidance and to determine an appropriate plan of action for cases that require re-assessment, additional services and/or assertive engagement.
- Report all program activities and incidents to the Division Director of Youth Development. Provide monthly, quarterly and annual statistical and program reports.
- Ensure program contract compliance by providing quality assurance oversight. Ensure that levels of service are being met in accordance with DOHMH contract.
- Liaise with other BCS program staff and external support services to ensure a full complement of services for participants. Participate in cross agency working groups and committees to achieve agency goals; attend training seminars, division staff meetings, and community meetings as needed.



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- Supervision and coverage for direct reports: Educational Coordinator, Vocational Coordinator, Case Managers, Administrative Assistant, Job Developer and Youth Peer Advocates.
- Plan, implement and support all recruitment, enrollment, retention and referral efforts of Youth Stand United participants to ensure contractual requirements are met.
- Maintain inventory of supplies and equipment ensuring budget mandates are followed.
- Recruitment, hiring, training, scheduling, performance evaluations and payroll for all Youth Stand United staff; Implement and review BCS and YSU policies and procedures.
- Experience with effective management of crisis intervention, handling mental health and medical issues with participants and working with people with histories of trauma.
- Develop and implement staff professional development workshops responsive to youth and community needs.
- Manages a caseload where appropriate.
- Perform other duties as assigned.

**Qualifications:**

- Master's Degree in Social Work, Education or a related field with a minimum of 3 to 5 years of experience providing services to young adults.
- Excellent leadership, communication, supervisory and team-building skills, including the ability to motivate, align staff efforts to changing priorities and approaches, set goals, delegate responsibilities.
- Manage staff performance so as to ensure effective service delivery in accordance with organizational goals and program contracts

**Contact:**

Email Resume and Cover Letter to  
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