



## Job Description

Position: Assistant Director

Program/Department: Family Services

Reports to: Division Director of Family Services (Jennifer Murayama)

Work Location: Bed-Stuy Family Center and East New York Family Center

Hours:  Full Time     Part Time     Hourly

**Position Summary:** The Assistant Director works in concert with the Program Director to lead and manage all programming, staffing, and administrative operations at two family centers, contracted by ACS (Administration for Children's Services) to provide supportive services to children and their families in the Bedford-Stuyvesant and East New York, Brooklyn- two neighborhoods with some of New York City's highest rates of child maltreatment. All supportive services, which include family therapy, client advocacy, parent coaching, and light case management and service coordination, are provided in service of the goal to help families stabilize and strengthen, so children are kept safe and healthy, and families increase their capacity for higher functioning and greater self-sufficiency.

The Assistant Director will also support all initiatives and activities related to the agency's current initiative to co-develop (with the Minuchin Center for the Family) a practice model for Structural Family Therapy (SFT) in Preventive Services and to establish the optimal programmatic conditions for the model's development, provision, sustainability, and potential funding and future testing. This includes, but is not limited to, the development and implementation of new program policies and practice and training methods, infrastructure-building, and consultation and program evaluation work with New York University's McSilver Institute for Poverty Policy and Research, our research partners. The Assistant Director will collaborate with all partners and stakeholders to ensure that the model's development and service delivery adheres to the mandates of the child welfare system, SFT theory, and the agency's mission and standards.

The main responsibility of the Assistant Director will be to oversee the expansion and management of the program's technical and administrative infrastructure, which is undergoing enhancement in order to increase the program's capacity for compliance with ACS mandates, fidelity to the SFT model, and greater accountability to and satisfaction of its stakeholders (particularly our staff and clients). In collaboration with the Program Director and another Assistant Director (Part-Time), the Assistant Director will provide administrative and clinical oversight to staff and develop policies and programming that will help further the mission of the program and the agency.

## Responsibilities:

- Supports the development and sustainability of the agency's provision of the SFT model. This includes, but is not limited to, assisting with the model design, field-testing, and formalizing and modifying all program procedures, protocols, and practices so that the model-in-the-making is clinically sound, functionally viable, and in compliance with ACS's mandates and priorities.
- Assists in the development and coordination of program-wide plans for staff training, model implementation, and infrastructure expansion, in order to support the program's capacity to deliver and sustain an EBM (e.g. capacity to evaluate and monitor model fidelity).
- Leads the development of program manuals and guides (e.g. policies and protocols, onboarding, training, etc.)
- Provide administrative supervision of Office Manager, Intake Assistant.
- Collaborates with Program Director to make decisions and develop policies and programming that are responsive to the needs of clients, staff, and the agency. Shares administrative responsibilities and duties related to supporting program operations, staffing/staff development, and compliance.
- Provides day-to-day administrative oversight and support and in the Director's absence, meets any necessary decision-making and administrative/leadership-related demands.
- Attends external meetings (e.g. ACS) and events to represent the agency and promote the program and our Promising Practice model.
- Attends internal leadership meetings and supports BCS's agency-wide initiatives and policies
- Develops and coordinates resources and/or initiatives that promote, support, and contribute to staff development and wellness. When viable, facilitates the institutionalization of such efforts for long-term sustainability.

## Qualifications Required:

- Master's Degree in Social Work, Marriage and Family Therapy, Mental Health, or Public Administration
- 5+ years of supervisory/management experience
- 6+ years of direct experience working with families
- Some experience working with the child welfare system

## Qualifications Preferred:

- Licensed Clinical Social Worker
- Post-graduate training in family therapy, preferably in Structural Family Therapy