



TOWN OF WESTBOROUGH MASSACHUSETTS

HUMAN RESOURCES DEPARTMENT
ASSISTANT TOWN MANAGER
Kimberly Foster

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EMPLOYMENT OPPORTUNITY YOUTH & FAMILY SERVICES DIRECTOR

The Town of Westborough seeks candidates for the position of Youth and Family Services Director. This department head level position directs and coordinates the provision of services and programs to individuals, children and families in the community consistent with and in support of the vision, goals and actions of the Youth Commission's strategic plan. This position is responsible for administration of clinical services; maintains a caseload and provides clinical supervision of clinical staff.

The ideal candidate for this role will be looking to join a team that values professionalism, accountability, integrity and responsiveness. Qualifications include the following: Master's degree in social work, counseling, psychology, marriage and family therapy, psychiatric nursing or equivalent; five to ten years of clinical experience and one year of office management experience; or equivalent combination of education and experience. Qualified candidates must be licensed to provide psychotherapy in Massachusetts and must possess a valid driver's license. The Director is occasionally required to work evening or weekend hours and must be available to attend Youth Commission and other public meetings which may be held outside of regular working hours.

The salary range for this full-time, benefit-eligible position is \$73,528-\$99,216; starting salary commensurate with qualifications and experience. This posting is not meant to be inclusive of all job duties or qualification requirements; please visit our [Human Resources website](#) for a complete job description.

To apply, send resume and cover letter in a single PDF via email with the subject line *YFS Director Applicant* to jobs@town.westborough.ma.us. Initial review of resumes will commence on March 3, 2023; position remains open until filled.

The Town of Westborough is an equal opportunity employer and recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, veteran status, or any other protected status. The Town of Westborough seeks a workforce that reflects the diversity of its community and all are encouraged to apply.



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Job Title: Director	Reports To: Town Manager
Department: Youth and Family Services	Job Code: S-6
Location: Forbes Municipal Building, 45 West Main Street	Hours per week: Salary
Revised:	FLSA Status: Exempt

SUMMARY: Directs and coordinates provision of services and programs to individuals, children and families in the community in accordance with policies determined by the vision, goals and actions of the Youth Commission's strategic plan by performing the following duties personally or through subordinates.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Seeks out and maintains relationships with Youth Commission, town departments, other relevant community and statewide agencies such as the school department, police department, human service alliance and Select Board.

Maintains current programming and creates new programming based on research and continual assessment of community's future needs.

Manages office in all aspects including administrative, supervisory, and fiscal, including preparation, presentation and management of annual budget and payroll reporting and expenses.

Functions as representative of Youth Commission at various state and local meetings with emphasis on advocating for the needs of youths and families in Westborough and establishment of on-going relationships to facilitate referrals for services or provision of services for Westborough residents.

Responsible for administration of clinical services, including intakes, information and referral. Provides clinical supervision for clinical staff.

Maintains caseload of up to 9 client contact hours per week while maintaining scheduling flexibility to meet the needs of peak demand, seeing individuals, families, or groups for 50 minute sessions. Keeps written case records, and maintains communication with collateral agencies regarding these clients. Diagnoses mental disorders, develops case formulations, treatment goals and treatment plans and uses clinical supervision to present case material, and examine one's own clinical strengths and weaknesses.

Ensures privacy and security of confidential information. Maintains a high level of responsibility in dealing with confidential material and sometimes life threatening situations.

Publicizes services and programs through various multi-media opportunities.

Seeks funding through grants and fundraising to offset program expenses or to develop new programs.

Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identify opportunities for improvement and reviews with the Town Manager; implement improvements.

Supervisory Responsibilities: Directly supervises four employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include

interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience: Master's degree in social work, counseling, psychology, marriage and family therapy, psychiatric nursing or equivalent; with five to ten years of clinical experience and one year of office management experience; or equivalent combination of education and experience.

Language Skills: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors to groups of 25 to 250.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

Computer Skills: To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software. Ability to use social networking applications is preferred.

Certificates, Licenses, Registrations: Must be licensed to provide psychotherapy in Massachusetts and must have a valid driver's license.

Other Skills and Abilities: Ability to work effectively with professional and non-professional adults and volunteers, as well as with local community groups, departments and agencies. Knowledge of clinical theories and practices, professional ethical principles and understanding of child welfare laws and policies. Ability to communicate effectively to individuals and groups to advocate on behalf of clients, to provide training to children and parents, and to collaborate with other professionals. Knowledge of area resources, local and state mental health and social service agencies and their services. Ability to engage with people of other cultures and backgrounds in a sensitive and respectful manner.

Other Qualifications: Must be available to work some evenings and occasional weekend hours. Must be available to attend meetings with school department, police department, human service alliance and selectmen as needed. Required to travel to various locations around the state to participate in meetings and training programs and give presentations. Required to participate in activities and games with children.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Prepared By: John Badenhausen, Youth and Family Services Director	Date: 8/16/2011
Approved by Personnel Board	Date: 6/13/2012
Recommended by Town Manager	Date: 7/17/2012
Approved by Board of Selectmen	Date: 3/12/2013