

POSITION DESCRIPTION
INDIANA YOUTH SERVICES ASSOCIATION

POSITION: State Safe Place Program Director
DEPARTMENT: YSB/Safe Place
REPORTS TO: IYSA Chief Operations Officer
WORK SCHEDULE: As Assigned

DATE WRITTEN: October, 2021 **STATUS:** Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Indiana Youth Services Association provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as the State Safe Place Program Director for the state of Indiana and is responsible for providing support to inquiring, new, and existing Safe Place host agencies toward building Safe Place agency capacity to coordinate the local Safe Place program and provide case management support for Safe Place program clients.

DUTIES:

Develops, coordinates, and supports the planning and implementation of new Safe Place programs in Indiana, including contacting and recruiting potential host agencies in targeted counties. Holds meetings with potential partners to introduce program operations and provide specific information and training as needed.

In coordination with existing Safe Place host agencies, develops and supports the planning and implementation of expansion of the Safe Place program into new counties. Provides strategies for recruiting key community stakeholder buy-in, such as schools, local law enforcement and child services, youth-serving agencies, and businesses.

Responds to Indiana Safe Place Coordinators as needed to resolve implementation issues or consult on Safe Place policies, procedures, and protocol, and provides support to ensure quality Safe Place program delivery across the state.

Assesses the training needs of Safe Place Coordinators, develops or secures trainers to meet these needs, and coordinates training opportunities at the Quarterly Safe Place Coordinators' Meeting. Also provides training to New Safe Place host agencies and Coordinators as needed.

Oversees Safe Place statewide projects and provides support to local Coordinators to ensure success of project goals.

Ensures proper data entry of the Indiana programs in National Safe Place database and runs relevant reports to ensure quality service delivery and positive impact on youth served by the program.

Coordinates press releases and Public Service Announcements with state and local media agencies to raise awareness of the Safe Place program in Indiana.

Coordinates and supports the Indiana Safe Place work committees to ensure regular meetings, planning, and completion of tasks, including planning, organizing and initiating fund-raising events, seeks out and recruits other monetary or in-kind good or services from state and local businesses and organizations to support the Safe Place programs.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Completion of a minimum of two years of college course work in social work, human services, or related field or a minimum of five years of experience coordinating and overseeing youth service program delivery. Bachelor's degree in psychology, education, social work or related field and experience with at-risk youth preferred.

Ability to pass all background check requirements to include state and national criminal history checks, child protective services and sex offender registry checks.

Working knowledge of and ability to ensure compliance with federal, state and local regulations and policies governing youth Shelter operations, National Safe Place program and department policies and procedures.

Working knowledge and ability to operate standard office applications and equipment, including but not limited to laptop computer, Microsoft Windows, Word and Excel, copy machine, fax machine, and telephone.

Knowledge of adolescent and family services and programs available in Indiana and the ability to coordinate and develop professional relations with other agencies in the state, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Knowledge of Indiana Youth Services Association policies, procedures, and general operations.

Experience as a Safe Place Coordinator and program implementation preferred.

Ability to effectively communicate using verbal and written skills with co-workers, other State departments or youth-serving agencies, boards, volunteers, and personnel from schools, medical

facilities and related social agencies, including being sensitive to professional ethics, gender, cultural diversities and disabilities. Possesses solid public speaking and presentation skills.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out written and oral instructions and present findings in oral or written form.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a broad range of duties in accordance with well-established procedural and personnel policies, exercising judgment in selecting appropriate guidelines and methods to varying circumstances to best meet the needs of the individual client (Safe Place agencies) without compromising the overall program and/or safety and security of other IYSA or Safe Place agency staff. Incumbent's work may occasionally involve non-routine problem-solving to coordinate services in the best interest of the client.

Incumbent develops own procedures in the performance of a variety of duties, prioritizing and accomplishing assignments according to own schedule.

III. RESPONSIBILITY:

Incumbent applies standard departmental policies and procedures to individual case and situations, referring unusual problems to supervisor as needed. Purposes and desired results of work are known, and work is reviewed for soundness of judgment, achievement of desired results, and compliance with IYSA policies and procedures.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communications with co-workers, other State departments, Safe Place agencies, boards, volunteers, and personnel from schools, medical facilities and related social agencies for purposes of exchanging and explaining information and coordinating Safe Place services and activities.

Incumbent reports directly to the Chief Operations Officer at Indiana Youth Services Association.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in youth-serving agencies, involving exposure to hazards normally associated with at-risk adolescents, such as communicable diseases and potentially violent/hostile individuals. Incumbent drives a vehicle to travel across the state for meetings or training as required.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of State Safe Place Program Director for the Indiana Youth Service Association describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee signature

Date

Type or Print name