



ANTI-VIOLENCE PARTNERSHIP of Philadelphia

Together we can end the cycle of violence.

Job Description

Job Title: YOUTH SERVICES DIRECTOR
Department: YOUTH SERVICES (YS)
Reports To: DEPUTY DIRECTOR
Location: MAIN OFFICE
Schedule: FULL-TIME
FLSA Status: EXEMPT
Salary Range: \$60,000-\$70,000 ANNUALLY

Summary: The Youth Services Director is responsible for the development and operations of the Youth Services Department of the Anti-Violence Partnership of Philadelphia (AVP), which consists of three school- and community-based programs for youth and young adults who have been directly and/or indirectly impacted by violence: (1) Youth Violence Outreach, (2) Communities That Care, and (3) Positive Action. Collectively, these programs are intended to deter youth and young adults from a path of violence, encourage mental health, and increase accessibility to resources for individual achievement. The Youth Services Department is staffed by both therapists, counselors, and community outreach mentors who provide an array of individual and group services including trauma therapy and psychoeducational groups. Reporting to the Deputy Director, the Youth Services Director is responsible for assessing current curricula and program activities, creating and implementing strategies for success, building strong partnerships and community relationships, overseeing activities of Department staff, establishing and overseeing program evaluations, ensuring compliance with funding requirements, managing program budgets, and assisting in identifying and pursuing funding opportunities for program growth and sustainability. A member of AVP's Senior Leadership, the Youth Services Director plays a critical role in unifying the Youth Services Department to meet AVP's mission, vision, and strategic objectives to end the cycle of violence in Philadelphia through program innovation and growth, staff development, and quality program and service delivery.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Oversees AVP's Youth Service programs: (1) Youth Violence Outreach, (2) Communities That Care, and (3) Positive Action.
- Develops, reviews and assesses current program services to youth and young adults.
- Reviews and, as appropriate, revises curricula.
- Maintains collaborative relationship with AVP clinical staff and key school staff
- Oversees activities and schedules of all Department staff.
- Establishes and monitors Department's services to ensure clients' needs are addressed in a safe and secure environment.
- Complies with all regulatory and licensing requirements governing staff and clients.
- Provides crisis management and support as needed and as requested.
- Assists Deputy Director in establishing and implementing program evaluations.

Partnerships/Collaboration Responsibilities:

- Builds positive relationships with school partners (including School District of Philadelphia) and community stakeholders, as well as community organizations that build collaborations in supporting



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youth services and organizational outcomes.

- Provides community leadership through coordination as well as management of community partnerships.
- Facilitate strong Community That Cares initiatives to address safe neighborhoods and reduce violence.
- Increases awareness of AVP's mission, and services by participating in community initiatives and attending community meetings and events as requested and required.

Administrative Responsibilities:

- Partners with the Deputy Director and other leadership/management staff to ensure alignment to agency mission and vision.
- Provides timely, accurate and complete reports on services for internal and external purposes.
- Develops program budgets and manages department expenditures in accordance with agency policies and procedures; provides timely fiscal reporting to funders, Deputy Director, and Executive Team, as requested and required.
- Ensures proper data entry of program activities in database
- Assists Executive Team in obtaining funding to support and expand initiative activities, including assistance with grant writing and presentation preparations.
- Establishes and maintains program outcomes that achieve organizational strategic objectives.
- Maintains positive, professional attitude in all interactions with all staff, contractors, clients, and partners.
- Assures protection of client confidentiality by appropriate storage of clinical information and sharing of such data only in accordance with AVP's written confidentiality policy.
- Ensures programs are in compliance with federal and state regulations governing the delivery of service, including mandated reporting, HIPAA, the National Association of Social Workers (NASW) Code of Ethics, the Pennsylvania Commission on Crime & Delinquency's (PCCD) Victim Services Program Standards, and the Victim Services Code of Ethics.
- Learns about new developments in the field by reading professional literature, attending courses and seminars, and establishing and maintaining contact with other social service agencies.
- Performs any other activities that may be assigned in the best interest of the organization.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Qualifications:

- Master's degree in social work, counseling, education, human services or related field preferred; or commensurate experience in mental health or human services.
- Supervisory experience preferred.
- At least 5 years of experience working with adolescents in a school and/or community-based setting required.
- Demonstrated experience working with diverse individuals and or communities of color impacted by trauma issues preferred.
- Bilingual candidates fluent in English and Spanish are preferred; proficiency in other languages a plus.
- Demonstrated experience using data systems and Microsoft Office products.
- Demonstrated ability to work independently and efficiently in a fast-paced environment.



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- Team player with a capacity to collaborate effectively with staff, volunteers, and community organizations for successful achievement of position and organization’s mission-driven goals.
- Strong written, verbal, and interpersonal communication skills.
- Demonstrated competence communicating about identity and equity, with a sophisticated understanding of the structures through which race, gender, class, sexual orientation, religion, ability, and other axes of identity function to unjustly distribute power and oppress some in our society.
- A commitment to accessing interpreter/translation services for clients who do not speak English or are in need of ASL/TTN.
- A commitment to integrating justice and equity into the work of the organization to ensure an inclusive and anti-racist organizational culture.
- A commitment to AVP’s mission.

Benefits: AVP offers a comprehensive and competitive benefits package for full-time employees that includes: 5 weeks’ paid time off (PTO) annually; 15 paid holidays per year; 100% employer-paid medical, dental, and vision insurance; 401(k) retirement plan; and Flexible Spending Account for medical and dependent care.

Position Details: This is a full-time exempt status position based in Philadelphia, PA. Local and occasional out-of-county travel required for meetings and trainings.

Background Checks: The selected candidate will be required to obtain the following required background checks: [Pennsylvania Child Abuse History Clearance](#); [Pennsylvania State Police Criminal History Clearance](#); and [Federal Bureau of Investigations \(FBI\) Criminal History Clearance](#). For more information, please refer to Pennsylvania’s [Keep Kids Safe](#) website.

Apply: Internal applicants interested in applying for this position should contact Johnathan Davis, Deputy Director, at avp@avpphila.org with subject line “Youth Services Director.” External applications: click [here](#).

Anti-Violence Partnership of Philadelphia is an equal opportunity employer committed to a racially just, diverse, equitable, and inclusive workplace where differences are valued and respected. Our goal is to be a diverse workforce that is representative, at all levels, of the communities we serve. All qualified applicants will receive consideration for employment without regard to a person's race (including hair texture and hairstyles), color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status, veteran status (including protected veterans), marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, sexual orientation, or any other protected status. Individuals who are Black, Indigenous, People of Color (BIPOC), LGBTQIAGNC, veterans, with disabilities, and/or at the intersection(s) of any of these identities are strongly encouraged to apply. If you are a member of one of these equity groups, you are encouraged to self-identify, on either your cover letter or resume.