

PROGRAM ADMINISTRATOR (RUNAWAY/HOMELESS YOUTHS)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director - Youth Bureau and in liaison with the County Youth Bureau, the incumbent of this class performs specialized, professional duties to assess, coordinate, monitor and evaluate all available county resources to meet the service needs of runaway and homeless youth and their families; to develop and implement county plans to improve services to runaway and homeless youths and their families; to provide readily available information on transportation, shelters and other services available to runaway and homeless youths; and to insure that services to runaway and homeless youths and their families are provided in accordance with Part 182.3 of the New York State Executive Law. In addition, the incumbent in this class monitors funded programs, develops training programs for agencies engaged in the delivery of these services, and acts as consultant to staff. This class exercises independent judgment with respect to program goals and client needs, which necessitates extensive knowledge of program requirements and available community resources. Frequent contacts with the public and field visits with provider agencies are also involved. Supervision may be exercised over support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees subcontracting agencies and individuals involved in runaway programs in the implementation of delivery services to runaway/homeless youths to insure compliance to requirements, goals and objectives;

Coordinates, monitors and evaluates available community resources and services for runaway/homeless youths and their families to insure that their needs are met;

Develops plans and implements comprehensive delivery system to improve and/or increase the level of service to runaway/homeless youths and their families;

Coordinates activities with other County departments serving the runaway/homeless youth population to insure consistency and continuity of goals, and to reduce potential duplication of services;

Monitors and tracks all runaway/homeless youths who receive program services;

Conducts research, needs assessments and appropriate surveys to document the changing needs of the runaway/homeless youth population;

Develops program proposals, applications and budgets for federal, state and local governmental agencies and philanthropic groups to secure funding for runaway/homeless youth programs;

EXAMPLES OF WORK: (Cont'd)

Chairs or otherwise coordinates relevant community committees, e.g., Runaway and Homeless Youth Advisory Committee and the Runaway and Homeless Network Committee

and Runaway and Homeless Youth Providers Committee to extend relevant service opportunities to identified runaway/homeless youths and their families;

Insures that 24-hour per day informational services are available to respond to inquiries concerning available shelter space, transportation, and services;

Evaluates the results of the individual case study and determines appropriate action on the youth's status;

Explains to youths their legal rights and options of service or other available assistance;

Approves and disapproves requests of runaway youth who have parental, guardian, or custodial consent to remain in approved temporary shelters beyond a 15 day limit;

Approves and disapproves requests of homeless youth to remain in approved transitional placement beyond 12 months;

Prepares statistical and narrative reports for self-monitoring and submission to the Executive Director as well as relevant oversight agencies and community groups;

Serves as a catalyst for change in service directions for agencies which can provide programs to runaway/homeless youths and their families;

Confers with representatives of other departments and agencies to discuss runaway and homeless youth problems and solutions;

Develops, coordinates or participates in conferences which address runaway/homeless youth needs;

Participates in appropriate state and federal advocacy efforts to recommend legislation affecting runaway/homeless youths and their families.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices, and techniques of coordinating a county-wide youth program; thorough knowledge of the range and quality of community services available to runaway and homeless youths; good knowledge of the cause, prevention and treatment of runaway/homeless children and youths; good knowledge of Federal and State funding available to youth programs and the ability to write and prepare grant applications; ability to secure broad community support and to establish and maintain effective working relations with private and public resources to develop and coordinate county-wide services for runaway and homeless youths; ability to interpret and implement state, federal and local regulations affecting runaway/homeless youths; ability to

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: (Cont'd)
communicate effectively both orally and in writing; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either (a) a Master's Degree* in the field of human services and four years experience in human services dealing with adolescents, two of which involved services to runaway/homeless youth and their families or (b) five years experience as stated in (a) above which must have included the two years of specialized experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.