

# **American Association of Caregiving Youth®**

## **Job Description - Caregiving Youth Project (CYP) Director**

### **Purpose of Position:**

To direct and provide oversight for the CYP team while promoting the emotional and physical well-being of caregiving youth and their families. When this is accomplished, these young people can receive the education they deserve, do their homework, have tools for academic success, progress to next grade level, graduate high school, participate in fun activities, and enjoy the many benefits a good education and life affords.

**Reports to:** President

### **Goals of the Project Director**

1. Provide safe, effective, and efficient support services for caregiving youth in school, out of school and at home.
2. Meet Caregiving Youth Project (CYP) goals for education and awareness, research, and direct support services.
3. Work within a team environment to foster the agency development.

### **Principal Duties and Responsibilities**

- Provide ongoing oversight in the assessment of clients and their families including home visits with sensitivity to cultural variations
- Make adjustments and scheduling changes to prioritize client and family needs with staff capabilities and external demands
- Maximize the utilization of staff, contractors and volunteers to assure AACY care standards are maintained
- Promote collaboration with schools, community agencies, public officials, healthcare professionals, family members and the general public
- Facilitate groups and contribute to exchanges of information regarding program services whenever and wherever possible
- Perform a range of administrative, leadership, data management, educational and advocacy functions
- Communicate regularly with caregiving youth, families, schools, collaborating partners, staff, volunteers, and referral sources to assess, prioritize, and respond to individual and program needs and challenges
- Seek opportunities to raise awareness through speaking publicly, producing, and distributing materials to promote awareness and education about the issues that caregiving youth and their families face

- Process and compile reports on data gathered through program and collaborative services
- Participate in the Caregiving Youth Project Advisory Council
- Develop the CYP potential to expand services and achieve results: no child should have to drop out of school because of family caregiving responsibilities
- Accepts other duties as may be assigned.

**Qualifications**

- Includes Master’s degree in social work and/or mental health/school counseling with a minimum of five years’ experience in relevant field
- Exhibits awareness and understanding of current research, programs, legislation and information relative to children, family caregiving, and family care
- Demonstrates AACY core values along with creativity and flexibility while maintaining a positive attitude
- Conveys leadership and management ability in working with children, families, educators, volunteers, co-workers, congregations, community members and groups
- Uses excellent communication with oral, listening, and written skills along with the ability to be computer proficient; multilingual skills preferred
- Is self-directed and motivated to effect change
- Displays willingness to build strong and healthy relationships
- Participates in fund raising activities that are vital for organizational sustainability
- Presents personable professional appearance.

**Work Location:**

Time will be spent in the AACY office, at school sites and other agency and activity related locations.

**Position Type:** Exempt

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Employee Signature

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Date