



## Job Description

**Job Title:** Deputy Director, Youth Programs

**Reports to:** Director, Youth Programs

**Overview:** The Deputy Director assists the Director in the management and supervision of CASES' youth programs. CASES' youth programs aim to help New York City's justice-involved young people, ranging in age from 13-20, to lead productive, healthy lives. Our approach is distinguished by individualized case management, evidence-based programming and group activities that build positive peer associations. The Deputy Director directly supervises the Court Employment Project's Team Leader, mental health and drug unit staff. The Deputy Director will also provide management support for the launch and implementation of a new Civic Justice Corps program.

### Responsibilities:

- Hire, train and evaluate staff;
- Provide clinical supervision to mental health staff;
- Oversee the assessment of Court Employment Project participants, development of individualized program plans and implementation of youth services to ensure that they are delivered in a manner consistent with youth development principles;
- Develop relationships with community-based drug and mental health agencies; coordinate referrals for on-site mental health assessments and services as well as for mental health services delivered by community providers; and oversee group and individual counseling;
- Work with program services directors and team leaders to ensure participants are appropriately engaged in services;
- Work closely with the Civic Justice Corp director to ensure the program enrolls eligible youth and provides them with meaningful opportunities for service learning, academic advancement and preparation for work;
- Work with the Strategic Planning and Analysis Unit (SPA) to set appropriate goals and targets for youth program outcomes; develop procedures to collect information required for reporting and performance based contracts; and ensure that procedures are followed and programs achieve desired outcomes;
- Collaborate with SPA to ensure sustainability and growth of CASES' youth programs portfolio, including assisting with fundraising activities and responding to RFPs;
- Assist the Director to ensure cross-coordination and sharing of best practices across youth programs;
- Assist the Director to identify and leverage innovations in the field of youth development to strengthen youth programs and services;
- Oversee CASES' youth programs in Director's absence; and
- Other duties/responsibilities as assigned by the Director.



**Qualifications:**

- Advanced clinical degree, with at least 5 years supervisory experience in human services or criminal justice field;
- Commitment to working with court-involved young people and a thorough understanding of the complex systems, issues and factors that affect them;
- Demonstrated ability to motivate and inspire staff and participants;
- Understanding of and commitment to principles of youth development;
- Excellent verbal and written communication skills; and
- Strong analytical skills and a demonstrated ability to handle multiple tasks under difficult and often stressful conditions.

**Salary:** \$70K - \$80K, depending on experience

**How to apply:** Send cover letter and resume with salary history and requirements to [casesjobs@cases.org](mailto:casesjobs@cases.org). Please list the title of the position you are applying for in the subject line. No phone calls please. Only applicants selected for interviews will be contacted.

CASES is proud to be an Equal Opportunity Employer. Employment with CASES is based solely on qualifications and competence for a particular position, without regard to race, color, ethnic or national origin, age, religion, creed, gender, sexual orientation, disability, or marital, military, or citizenship status. We also actively recruit individuals with prior involvement in the criminal justice system.