



**BOYS & GIRLS CLUBS**  
OF METROPOLITAN BALTIMORE

## JOB DESCRIPTION

### Director of Social & Emotional Wellness

**Department:** Youth Development

**Reports to:** Vice President, Youth Development

**FLSA Status:** Non-Exempt

**Driver Status:** Personal Vehicle preferred

**Date Revised:** October 13, 2020

**General Summary:** Directs and manages the organization's efforts related to social & emotional wellness for youth and staff. The position is responsible for leading efforts for the organization to be trauma sensitive. The position also manages community relations and mental health resources and services for the families we serve.

#### **Job Responsibilities/Accountabilities:**

1. Knowledge of local mental health agencies providing services to youth and their families.
2. Excellent clinical knowledge and skill in working with youth experiencing significant social, emotional and behavioral issues and their families.
3. Knowledge of effective crisis intervention processes.
4. Working knowledge of federal, state and local laws, policies and regulations related to special education in general and serious emotional disabilities specifically.
5. Excellent human relations, oral and written communication skills.
6. Must have the ability to work well in multi-disciplinary teams and to function effectively in multiple environments.
7. Work closely with Club Directors to create a trauma sensitive club environment.
  - a. Responsible for developing, facilitating, and monitoring systems and procedures to support all youth in their social, emotional, and behavioral development.
  - b. Provide observation and assessment of youth presenting with mental health issues in the Club setting.
  - c. Consult with Club Directors and Club staff regarding the implementation of interventions related to trauma, behavior, mood, social skills, or emotional stress.
  - d. Conduct live in-club coaching of Youth Development Professionals and Club Director on implementation of strategies to reduce problematic behaviors and promote Club success.
  - e. Conduct evidence-based group therapy for youth who have experienced traumatic events, focused on decreasing symptoms of posttraumatic stress and improving functioning and quality of life both at home and at the Club.
  - f. Conduct evidence-based group therapy in Clubs, focused on helping youth acquire emotion regulation strategies, improved behavior, and social skills.
  - g. Tailor individualized youth behavior plans to maximize effectiveness and coach staff on proper implementation of behavior plans.

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8. Educated staff to be well versed in Social & Emotional Wellness.
  - a. Facilitate class-wide workshops focused on resilience-building mental health modules drawn from cognitive-behavioral techniques.
  - b. Provide staff training workshops in various settings covering topics such as Effective Behavior Management Strategies for Youth Development Staff, Youth Development Staff Stress Reduction, Trauma-Informed School Support, etc.
  - c. Oversee Handles with Care grant and ensure deliverables are met.
9. Communicate with the Vice President, Youth Development concerning event and program creation, outcome results, resource needs, and budget issues.
10. Attend monthly Club Director meetings and other trainings/meetings as directed.

#### Qualifications:

- Education/Knowledge/Experience
  - A valid license issued by the Maryland State Board of Social Work Examiners at the LCSW-C level; or Board of Professional Counselors and Therapists; or credentialed by Maryland State Department of Education as a school psychologist or eligible for credential.
  - Masters degree in social work, counseling, or school psychology or related field from an accredited college or university.
  - A minimum of five (5) years paid experience in a setting working with students with emotional/behavioral needs.
  - Experience and training which demonstrates successful use of clinical skills in working with such students and/or their families, other programs, and agencies. Or other combination of applicable education, training and experience which provides the knowledge, abilities and skills necessary to perform effectively in the position
  - Proficiency in standard office software.
  - Must be able to create and format in Word, Excel, and Cayen Data System
  - Must be a proactive communicator and responsive on email to both internal and external stakeholders.
  - Must be at least 21 years of age.
- Skills/Personal Qualities/Attitude
  - Embody BGCMB Values
  - Passion for serving others
  - Philosophical compatibility with BGC mission
  - Good organizational and administrative skills
  - Patience, positive attitude, and sensitivity to cultural differences
  - Excellent verbal and good written communication skills
  - Creative and ability to take initiative

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#### PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to touch, handle, or feel. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

#### DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Further no part of this description shall be construed as a contract or guarantee of employment. All BGCMB employees are at-will employees.

Signed by: \_\_\_\_\_  
**Incumbent** **Date**

Approved by: \_\_\_\_\_  
**Vice President of Youth Development** **Date**

Reviewed by: \_\_\_\_\_  
**Director of Finance & Administration** **Date**