

# Wisconsin Community Services, Inc.

## Position Description

**Program:** Project Excel    **Position:** Assistant Program Director    **Status:** Exempt  
**Reports to:** Program Director    **Salary Schedule:** HP1

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**Position Summary:** The person in this position works closely and in collaboration with the Project Excel Program Director to provide leadership, support, and reflective supervision to staff in the daily operations of diverse programming options for youth ages 12-17 through relationships with various contract partners, including Milwaukee County Division of Youth and Family Services (DYFS) and Milwaukee Public Schools (MPS). The person in this position is primarily responsible for advancing the implementation of the Positive Youth Justice (PYJ) Model, ensuring strong data management, continuous quality improvement, contract compliance, and training and fidelity to various Evidence-Based Practices.

### Essential Duties:

1. Supervise the daily operations of multiple sites in collaboration with the Program Director, including maintain a safe, nurturing, and peaceful physical space.
2. Supervise and oversee the daily operations of diverse programming for young people who are facing a number of social, emotional, and financial challenges.
3. In conjunction with the Program Director and the entire Project Excel team, ensure compliance and achievement of all funding source contract service delivery requirements and performance outcomes.
4. Serve as part of the Project Excel (PE) Leadership Team, working in collaboration with the Program Director, Youth Services Division Administrator, and others as appropriate.
5. Respond promptly to all requests for assistance or information.
6. In the absence of the PE Program Director, serve as the primary point of leadership, contact, and decision making for all operational and personnel matters unless otherwise specified by the Program Director or the Youth Services Division Administrator.
7. Assist the Program Director to maintain a program calendar of high-quality programming that reflects the core assets and domains of the Positive Youth Justice Model, working to **confirm all activities on the programming calendar a minimum of one month in advance.**
8. Assist the Program Director to implement evidence-based practices to include, but not be limited to Motivational Interviewing; Trauma Informed Care; all required dosage-based groups, including AODA education, victim impact, Aggression Replacement Training, and various cognitive-based curricula.
9. In conjunction with the Program Coordinator and/or Program Director, review all required electronic and paper/hard file documentation for continuous quality improvement as measured by accuracy, completeness, policy compliance, and confidentiality standards.
10. Attend court hearings as needed for youth in the program's care.
11. Prepare all internal reports as well as reports for all contract partners and other funding sources per requirements.
12. Participate in internal and external workgroups and committees as needed.

**Other Duties and Responsibilities:**

1. Assist with the development and maintenance of budgets as needed.
2. Assist with proposal or application writing as needed.
3. Actively participate in the ongoing development of program activities and evaluates efficacy.
4. Assist with the coordination and supervision of extra-curricular activities and collaborations as needed.
5. Perform other related duties as required.

**Work Relationship and Scope:**

Reports directly to the Program Director of Project Excel. Actively engages with adolescents who have experienced multiple types of trauma, and, as a result, demonstrate unmet behavioral, educational, and emotional needs, some of which may be acute in nature. Many of the youth that are referred to the program are under the supervision of Children's Court and are considered adjudicated youth. Has contact with a wide variety of individuals including clients and family members, other (WCS) staff, vendors, Wrap-Around Milwaukee, other collateral contacts, neighbors, funders, Children's Court officials, Milwaukee Public Schools (MPS) staff (as well as other school districts) and administrators, youth serving agencies, and the general public.

**Personal Attributes:**

Follow agency Code of Conduct; adhere to established policies and procedures of the agency, program, and of all funding sources; conduct self in an ethical manner; maintain professional and respectful relationships with program staff, other WCS staff, students, clients and all external persons and agencies involved with service provision; demonstrate sensitivity to matters relating to race, culture, ethnicity, nationality, language, religion, sexual and gender identity, and disability; demonstrate commitment to agency values and mission.

**Knowledge, Skills and Abilities:**

**Attention to detail is a must.** Must have prior experience with project management. Working knowledge of child/youth development; knowledge of effective programming and interventions; knowledge of individual and family social work practice; knowledge of Wisconsin Children's Code; experience with evidence-based practices specific to youth involved in the justice system; patience and understanding of institutional and structural racism, sexism, and classism as well as the effect of heteronormative expectations on youth who identify as LGBTQ; the ability to engage with escalating youth and/or parents/guardians in a calm and professional manner; ability to lead, manage and supervise; ability to manage complex situations; ability to follow oral and written instructions; ability to respond appropriately in crisis situations; proficient with Microsoft Word, Excel, Outlook, and Publisher; ability to perform basic computer and data entry functions; and efficient and effective use of time; ability to multi-task.

**Working Conditions:**

Most of the work is performed in the physical program space, in the community, or in the homes of the youth in the program's care. Must be comfortable working in a fast-paced environment and processing a great deal of information. Must be comfortable conducting home visits with a variety of families.

**Youth may be verbally or physically disrespectful and may need physical intervention in extreme situations.** Hours average 40 hours per week.

**Physical Demands:**

Duties require actively engaging with youth and families in the program. Staff may be required to use physical intervention in extreme situations. Frequent, if not daily, driving is required.

**Minimal Qualifications:**

Must have a minimum of 3 years of experience working with adolescents and/or their families, especially behaviorally challenged and adjudicated youth. Previous experience supervising staff, and experience developing programs is helpful. Must have previous experience leading teams. Extensive familiarity with child care principles, understanding of guidelines for social work, Wisconsin Juvenile Code and Court proceedings necessary. Must have a bachelor degree in social work, counseling, child development, or a related field. Master degree in social work and state certification and/or license is preferred. Must have valid driver’s license, acceptable driving record per agency liability insurance, and sufficient auto insurance (minimum of “100/300” coverage). No convictions or license revocations that would fail a caregiver background check.

**Acknowledgement:** This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the supervisor. All requirements are subject to change over time.

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Employee

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Date

\_\_\_\_\_  
HR Department

\_\_\_\_\_  
Date

WCS-Project Excel  
Assistant Program Director  
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