



## **EMPLOYMENT OPPORTUNITY**

### **Town of Lexington**

We are currently accepting applications for the full-time (35hrs/wk) position of:

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#### **Manager of Youth and Family Services**

#### **Department of Human Services**

Starting Salary Range: \$76,454 - \$86,411  
Excellent Benefits Package

**The REQUIRED Town of Lexington application form must be received in the Town's Human Resources Department. Open until filled.**

#### **GENERAL PURPOSE**

The Manager of Youth and Family Services plans, coordinates and administers the youth and family programs for the Department of Human Services.

#### **SUPERVISION RECEIVED**

Works under the general supervision of the Director of Human Services.

#### **SUPERVISION EXERCISED**

May supervise social work interns and volunteers as assigned.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Provides information and referral services, assessment, crisis intervention, counseling and limited case management services to youth and families. Ensures that families who have been identified as in need of services obtain appropriate, coordinated services. Visits may be required in the home, in the community or virtually.

Coordinates and administer the human services programs of the Town, including financial needs assessments and holiday/subsidy programs. This work may occur outside of normal business hours.

Develops, manages, and monitors annual operating budget of the Youth and Family Services division with Director.

Collaborates with Town departments including Public Schools, Police, Fire, health and Recreation to plan and coordinate healthy living, mental health, wellness and prevention programs for Lexington residents.

Maintains contact with a variety of Local, State, and Federal agencies and community based human services providers.

Responsible for intern recruiting, training, and placement. Works with local colleges and universities to locate and place interns in human services programs to support and enhance the social services needs of the community.

Serves as a member of various employee committees as assigned.

Other duties as assigned.

## **EDUCATION AND EXPERIENCE**

Equivalent to a Master's Degree in social work, psychology, or a related field, and three to five (3-5) years of increasingly responsible experience in human services programs and services; or any equivalent combination of education and experience. LCSW or LICSW preferred.

Valid MA driver's license or ability to independently move between work sites as needed.

## **SKILLS AND QUALIFICATIONS**

### **Necessary Knowledge, Skills, and Abilities:**

- **A strong commitment to the principles of diversity, equity, and inclusion as cornerstones of excellent public service**
- **The ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and recommend courses of action**
- **The ability to work successfully as a team member**
- **Excellent oral, written, and digital communications skills. Experience preparing presentations and speaking in front of groups**
- **Knowledge of local, state and federal rules and regulations**

## **WORKING CONDITIONS & PHYSICAL DEMANDS:**

Job requires home visits, community visits, and occasional attendance at evening/weekend programs. Home visit conditions are individual to each location and unpredictable. Office and administrative duties are conducted in normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Work is subject to frequent interruptions with demands that may require immediate response.

Office work generally includes physical activities such as moving, reaching, pulling, grasping, bending, and transporting materials and other items (of 25 pounds or less) around the office. Preparing spaces for meetings / programs/ events is sometimes part of this role. Use of phones, computers, meeting room technology, and other types of small office equipment is required for this position. Must be able to remain in a stationary position for long periods of time.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities*

*and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

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#### APPLICATION PROCESS

All applicants are required to complete a Town application form, available from the Internet at [www.lexingtonma.gov](http://www.lexingtonma.gov), emailing [jobs@lexingtonma.gov](mailto:jobs@lexingtonma.gov), calling (781) 698-4590 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

CORI screening required.

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The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

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Questions regarding this hiring process should be addressed to the:  
Human Resources Department  
Town of Lexington  
1625 Massachusetts Avenue  
Lexington, MA 02420  
(781) 698-4590