

DEFINITIONS OF POSITIONS

CEO/Executive Director/Administrator: Responsible for the overall direction, leadership and coordination of the organization.

Chief Financial Officer/Director of Finance: Provides fiscal and administrative supervision for all financial affairs and services.

Director of Development/Fundraising: Most senior person responsible for meeting the fund raising goals of the organization.

Director of Research: Most senior person responsible for research and evaluation of programs and services.

Director of Marketing/Public Relations/Communications: Most senior person who develops and manages agency-wide marketing, including public relations, community relations, events, advertising & promotional campaigns, market research, communications & publications.

Director of Program Services/Clinical Services: Most senior person responsible for the quality and quantity of professional or clinical services and for their efficient and effective delivery.

Director of Human Resources: Most senior person who administers the personnel program, including recruiting, selection & training, compensation and benefit programs, and performance evaluations.

Project Director/Site Director/Program Manager: Most senior person who manages a specific program, site or project within a multi-site or multi-program organization.

Office Manager: Most senior person who oversees and coordinates daily activities of clerical support staff.

Social Service Worker: Under direction, provides therapy/counseling, casework, group work, advocacy, consultation, education and/or community organizing to children and/or families. Requires a community college degree.

Social Worker (BSW): Under direction, provides therapy/counseling, casework, group work, advocacy, consultation, education and/or community organizing to children and/or families. Requires a bachelor's degree in social work.

Social Worker (MSW): Provides therapy/counseling, casework, group work, advocacy, consultation, education, and/or community organizing to children and/or families. Requires a graduate degree (MSW) in social work.

Child and Youth Worker (Residential Programs): Under direction and as part of a clinical team, provides therapy/counseling, casework, group work, advocacy, consultation, education and/or community development to assist children in group homes and other residential settings, and/or to their families. Requires an advanced diploma (CYW or equivalent).

Child and Youth Worker (Outpatient, Day Treatment and Community Programs): Under direction and as part of a clinical team, provides therapy/counseling, casework, group work, advocacy, consultation, education and/or community organizing to children in agency, school, child care, in-home and other non-residential settings, and/or to their families. Requires an advanced diploma (CYW or equivalent).