

Title: Mental Health and Social Work Manager - New Country Day Camp

Division - Department: 14th Street Y – Youth Programs

Job Classification: Non-Union – PT – FT (Full-Time June-August; opportunity to become year-round FT role)

Date: February 2022

Supervisor: Director of Youth Programs

JOB PURPOSE

Reporting to the Director and Associate Director, New Country Day Camp's (NCDC's) Mental Health and Social Work Manager oversees NCDC's Support Program that supports and celebrates neurodiversity in our community. The Support Program Manager provides timely and equitable accommodations for campers with disabilities and higher needs and their families, as well as providing holistic mental, emotional, social, spiritual health (MESSH) support to the camp community at large. NCDC's Support Manager screens new enrollments, manages intake process for newly registered families, creates Individualized Camper Plans (ICPs) for each camper enrolled in the support program, works in collaboration with NCDC's leadership team to hire and train Support Staff, directly supervises support supervisors and other support staff during camp orientation, camp season, and handles elevated crisis through collaboration with NCDC's leadership team. The Support Program Manager should have a strong background working with children and families (including children with disabilities), a passion for creating a more inclusive world, and a willingness to do so through NCDC's values-driven framework. **Please note:** There is an opportunity for this role to grow into a full-time, year-round role with the 14th Street Y.

SCOPE OF INFLUENCE

- Direct client group: ~100 Campers who have higher support needs & their families
- Directly supervises: ~5-8 Support Supervisors who oversee ~20 Support Specialists
- Supervised by: Director
- Will collaborate closely with all members of the NCDC leadership team to ensure community MESSH needs are met (campers, staff, etc.)

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Pre-Camp: Program Development

- Attend relevant trainings, meetings, and cohort gatherings, including those provided and required through FJC's Yedid Nefesh Grant (focusing on MESSH) and use learnings to support and enhance MESSH supports throughout the NCDC community
- Consult with Director of Programs to ensure individual staff and campers have accommodations needed in each offered program
- Consult with Head of Staff Care to ensure any staff needs are flagged and prepared for
- Consult with Operations Manager to ensure that all campers and staff have plans set in place to support them on the bus ride to/from camp
- Consult with leadership team to ensure appropriate supported camper groupings and Support Specialist group/division assignments

Pre-Camp: Enrollment, Registration, Intakes, and Individualized Camper Plans (ICPs)

- In collaboration with Director and Associate Director, create enrollment goals and caps for the Support Program; closely monitor registration to ensure a balanced number of campers in each age division and session, so that staffing ratios are met accordingly at all times of the summer
- Oversee the intake process for new campers with identified needs, while continually screening camper information forms for potential unidentified areas for support (e.g. recent trauma, etc.)
- Conduct new camper and family intakes at the 14th Street Y, or over the phone/via Zoom with families when necessary
- Create new camper ICPs (Individualized Camper Plans), and update returning camper ICPs via individual, scheduled family update phone calls

Pre-Camp: Staff Hiring and Training

- In collaboration with leadership team, recruit and hire Support Supervisors (5-7) prior to April 1st and Support Specialists (20-30) prior to May 1st
- During pre-camp orientation, familiarize all staff and each Support Staff member with NCDC protocols, trauma-informed, restorative approach to behavior, provide awareness of most frequent diagnosis and areas for camper support, and introduce them to their individual caseload of campers and recommended accommodations.
- In collaboration with NCDC leadership, facilitate trainings for ALL members of the NCDC staff that will allow staff to support *all* campers, including those who benefit from additional support services at New Country Day Camp, through NCDC's protocols, MESSH supports, Restorative Approach, and Values-Driven frameworks
- Attend Common Ground retreat to provide supervision and MESSH support for NCDC Counselors-in-Training (14-15 year olds)

Camp: On-Site Tasks

- Be present at all days of orientation, camp and staff meetings during the camp season
- Establish and promote a commitment to the mission, vision, and values of New Country Day Camp, including proactively encouraging staff alignment with these values
- Assess, identify, and propose supports for camper and staff MESSH needs as they arise
- Execute NCDC's supervision model with all supervisees (Support Supervisors), including check-ins, on-the-ground training, and formal evaluations, which should be handed into the full-time camp staff after the summer in a timely manner
- As part of regular supervision check-ins, coach Support Supervisors on support methods and models by partnering with them, and their Division's Support Specialists to best support their assigned caseload of campers during the camp season
- As part of regular supervision check-ins, coach Support Supervisors through proactive and responsive family communications, maintaining communications in line with NCDC's policies and frameworks
- Encourage elevation of any heightened camper emotional or behavioral concerns; act as on-the-ground crisis management for reported concerns; report all elevated concerns to Associate Director and/or Director
- Actively participate in both individual supervision and group supervision check-ins weekly, as needed
- As a member of the NCDC Key Staff, exhibit a role of leadership at all times

Required Knowledge

- Master's Degree in Social Work, Psychology, or related field. *(Candidates graduating with their master's degree in 2022 and/or who have relevant experience will be considered)*
- Experience in a supervisory capacity in a childcare setting, including camp environment with disabilities and higher needs children (e.g. Autism spectrum disorder, ADHD, OCD, etc.)
- Knowledge and demonstrated competencies in best practices of Diversity, Equity, and Inclusion
- Experience and demonstrated ability in developing and implementing staff training for large groups
- Microsoft Suite; ability to learn new systems quickly

Key Competencies

- Inclusivity
- Leadership
- Initiative
- Collaboration
- Empathy

EEO Info

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or protected veteran status. Educational Alliance takes affirmative action in support of its policy to employ and advance in employment individuals who are minorities, women, protected veterans, and individuals with disabilities.