



Please join our Mercer Council professional team! We are a passionate group that is focused on assisting our Mercer County community with prevention education and harm reduction. The Mercer Council team are all trained and/or certified in evidence-based prevention and early intervention programs. Our team members come from diverse career backgrounds as teachers, social workers, case managers, public health educators, certified prevention specialists, and/or licensed mental health professionals. Our core values include integrity, teamwork, empathy, accountability, relevance and commitment - to those we serve and to one another. Please note that this position is primarily housed at Ewing High School.

Position Title: ASYSST Program Director

Reports to: Executive Director

Essential Qualifications:

- Master's Degree with 2 years' supervisory experience, with a history of working in collaboration with youth and community
- Education in the field of social work, psychology, or other mental health related discipline
- Experience working with Salesforce, and knowledge of current technologies and programs (Google Workspace, social media channels) that will support and develop the ASYSST program

Key Responsibilities Include:

- Supervisory oversight and management of school-based staff and model to ensure alignment with school-based operational manual.
- Lead development of the program's administrative and programmatic operation.
- Develop and maintain partnerships and collaborations with school and community resources.
- Ensure program availability, opportunities and successes are marketed to promote program sustainability.
- Seek additional funding sources to enhance school-based services.
- Serve as a liaison to the school and to the community collaborating with state, community and volunteer agencies that provide services related to youth and families.
- Ensure that a minimum of 700 students are reached through group activities and 300 individuals are reached through individual services each year.

Organizational Responsibilities:

- Gain a thorough understanding of the School-Based Youth Services Program and implement programs that will be conducive to the well-being of Ewing High School Youth.



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- Attend all mandatory trainings conducted by the State and share information provided at the meeting with the Executive Director.
 - Submit weekly updates and monthly MIS reports to the Executive Director.
 - Plan for summer program, budget and recruit students preferably starting in March.
 - Schedule monthly ASYSST staff meetings to include Program Coordinator, Youth Development Specialist, Clinical Supervisor (if applicable), Director of Operations and Executive Director.
 - Attend Mercer Council monthly staff meetings and participate in all mandatory trainings

Operational and Supervisory Responsibilities:

- Supervise SBYSP staff, oversee and assist with staff scheduling and send scheduling related matters to the Executive Director.
- Organize staff to run groups, prepare presentations and set up dates for programs, events and activities.
- Plan and execute meaningful programs and activities for students and parents both during and after school hours that will benefit Ewing High School youth and the Ewing community at large.
- Complete State required reporting in a timely manner (reports to be submitted bi-annually)
- Communicate with DCF grant monitor regarding program progress, challenges and mandatory meetings and trainings required by DCF/SBYSP
- Keep accurate documentation of progress notes, attendance records and other information that pertains to students in a safe and confidential place.
- Oversee facilities and maintain a clean and neat environment.

Executive Responsibilities:

- Prepare ASYSST calendar of events at least one month in advance and send to Ewing High School Principal for approval to distribute to students and in teacher mailboxes; a CC of the monthly calendar should be sent to the Executive Director of Mercer Council
- Write articles about ASYSST to be included in Mercer Council newsletters/blogs, the Ewing Observer and other relevant media outlets at least once per quarter.
- Work closely with school staff and establish a rapport with Student Assistance Programs, Guidance Department and other relevant programs to determine needs of students and plan programs/activities accordingly.
- Communicate ASYSST supply and/or other needs to Executive Director/Director of Operations in a timely manner.