

Proposal for Restructuring the Youth & Family Services Department
February, 2017

Current Staff Structure:

Director:	1 FTE	Department administration, community outreach, clinical work, overall staff supervision 100% town funded Grade: G-8A (AFSCME)
Asst. Director	1 FTE	Community outreach, clinical work, diversion program management 100% town funded Grade: G-6 (AFSCME)
Dept. Admin	.17 FTE	MUNIS, stats, processing attendance and invoicing, coordinates Friends of WYFS, misc. office management 100% town funded 6 hours/week Grade: N-2 (Non-union)
Substance Abuse Prev. Specialist	.6 FTE .25 FTE	town funded for 21 hours/week grant funded for 9 hours /week Plans and executes prevention activities, administers grant Grade: G-5 (AFSCME)
Program Coordinator	.54 FTE	grant funded for 19 hours/40 weeks per year Assists Specialist in planning, executing, administering grant and associated prevention activities Grade: EE (School Department)
WMS Youth Leadership Advisor		Grant funded, stipended position; 5 hrs/wk, 42 wks per year; \$5,279 (School Department stipend structure)
WHS Youth Leadership Advisor		Town funded, stipended position; 5 hrs/wk, 42 weeks per year; \$5,279 (Based on School Department stipend structure)

New Staff Structure

Director:	1 FTE	Department administration, overall staff supervision, community outreach, prevention planning and implementation, grant management, grant writing, community health promotion. 100% Town Funded Grade: G-8 (AFSCME)
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Asst. Director	1 FTE	Community outreach, clinical work, diversion program management, clinical staff supervision/peer review. 100% Town Funded Grade: G-6 (AFSCME)
Clinician	.6 FTE	Clinical Work 100% Town Funded Grade: G-5 (AFSCME)
Dept. Admin	.17 FTE	MUNIS, stats, processing attendance and invoices, coordinates Friends of Y&FS, miscellaneous office management. 100% Town Funded Grade: N-2 (Non-union)
SA Program Coordinator	.54 FTE	Assists Director in planning, executing, administering grant and associated prevention activities. 100% Grant Funded 19 hours/week/40 weeks per year Grade: EE (School)
WMS Youth Leadership Advisor		DFC Grant funded, stipended position; 5 hrs/week , 42 weeks per year \$5,279 (School Department stipend structure)
WHS Youth Leadership		Town funded, stipend position; 5 hrs/week, 42 weeks per year Advisor \$5,279 (based on School Department stipend structure)

Summary of Proposed Changes

The Director's job description would change to eliminate the requirement for clinical training, independent mental health licensure, and provision of counseling services, but would emphasize substance abuse and mental health prevention expertise and programming. The Director's duties would continue to include departmental administration and overall staff supervision, with the addition of an emphasis on grant writing and grant management expertise.

The Town funded 21 hour position currently engaged in substance abuse prevention (Substance Abuse Prevention Specialist) would be transformed to focus on the clinical services that would no longer be included in the Director's duties. This position would require master's level mental health training and independent licensure. Clinical supervision would be provided by the Assistant Director, and administrative supervision provided by the Director.

Impact of Suggested Changes

The proposed changes to the staffing and departmental structure allow WY&FS to maintain the current level of clinical services currently provided to the Town, increase sustainability of

prevention services beyond the life of the current Drug Free Communities (DFC) grant, and provide the opportunity to diversify community health and wellness initiatives in the future.

The proposed restructuring offers the ability to provide a smooth transition with staff members who are familiar with the Youth & Family Services mission and services, the Town itself, and the vision of the Youth Advisory Committee. It further promotes the integration of prevention and community wellness and intervention into the mission and services offered by the department for the long term, and would provide the flexibility to expand beyond the limits of substance abuse prevention focused on middle school and high school youth (as currently required by the DFC grant). For example, we are aware that in prevention programming for any wellness issue, focusing on younger age groups can be more cost effective over the long term.

The proposed restructuring does not require increased town funding and provides level services with the potential for growth in the future.

Current DFC grant funding will remain in place until September 29th, 2019. The portion of the Substance Abuse Prevention Specialist salary which is supported by grant funds (9 hours/week) would be redistributed to Contractual Services within the grant budget, allowing WaylandCares to offer additional programming and support for the remainder of the grant cycle. Prior to completion of the DFC grant, it is the goal of the department to seek and procure additional grant or foundation funding to maintain the Program Coordinator position.