

Program: Family Reunification Program (FRP)

U.P. KIDS

Position Title: Program Manager

Qualifications: A master's degree in the field of human services, preferably in social work. Administrative and clinical work experience is required. Flexibility in scheduling work also required.

Desirable qualifications:

- A non-judgmental positive attitude toward families in crisis.
- Training, education, and experience in the area of human services.
- Experience working in home-based programs.
- Sensitivity to other cultures and ethnicities.
- Knowledge and skills in the area of substance abuse.
- Ability to engage with, and relate to, families with multi-problems.
- Skills in crisis intervention, assessment of potentially violent situations, and short-term goal setting.
- Knowledge of treatment philosophies and strategies of home-based services, including strength-based, solution-focused approaches.

General Description of Position:

The Program Manager (PM) oversees and is part of a team that includes a supervisor, team leader and two family workers. The Team provided intensive therapeutic services to families whose children are returning from foster care. The PM reports to the Executive Director.

Specific Responsibilities of Position:

- Attend all required Family Preservation trainings.
- Take program referrals, if the Supervisor is not available or is serving a case.
- Attend meetings held by the Family Preservation program office.
- Provide backup for staff, if the Supervisor is not available or is serving a case.
- Function as the Supervisor, completing all activities as needed, if the Supervisor is not available or is serving a case.
- Function as the Supervisor, for cases served by the Supervisor (as a Team Leader or Family Worker); review and approve, by signature, all Service Plans, Updated Service Plans and Closing Summaries on cases the Supervisor serves.
- Provide individual supervision to the Team Leader and Family Workers, assisting them in coordinating their activities toward family goal achievement, if the Supervisor is not available or serving a case.

- Facilitate weekly team meetings, if the Supervisor is not available or serving a case.
- Provide clinical back-up for staff, if the Supervisor is not available or serving a case.
- Read the minimum of two (2) cases per contract year, per Team Leader and Family Worker.
- Abide by all policies and practices of U.P. KIDS.
- Complete any other reasonable assignment made by the Executive Director.