

PROGRAM DIRECTOR – Job Posting February 2019

Objective:

The program director is responsible for the overall management of the Family Support and Youth Support Programs including; to hire, direct and supervise the program staff; plan and coordinate program activities, provide trainings and workshops; develop and monitor the Family Support and Youth Support Programs budgets, prepare reports, represent the programs on advisory committees, and advocate for the interest of children, youth and with behavioral, substance use, emotional or mental health challenges and their families at the city and state levels. This position has significant decision-making, assessment and service delivery responsibilities.

Qualifications:

The ideal candidate is the parent or caregiver of a child that has gone through the child serving systems that has expertise in navigating mental health, juvenile justice, child welfare, substance use prevention, department of education (special education services) and other child-serving systems; is knowledgeable of: system of care principles and values, strength-based service delivery – family driven, youth guided and person-centered care, and the Foothold AWARDS or comparable database. The candidate must have demonstrated the ability to: hire, direct, and supervise staff; represent the programs and agency at meetings, and conferences in a professional manner; possess strong public speaking, exemplary writing and presentation skills; has demonstrated ability to work well with others both in a team and individually and possesses excellent interpersonal skills. Other requirements: Master's degree and 3 years supervisory experience or Bachelor's degree with 4 years supervisory experience, or without any degree 5 years supervisory experience. May also have prior experience as a Director of a Family Support Program for a minimum of 5 years or 4 years as an Advisor for an oversight agency or 2 years as a Program Coordinator with Families On The Move of New York City, Inc. (FOTM).

The ideal candidate must also pass the State Central Registry for child abuse and neglect and the Justice Center's fingerprinting process.

REQUIREMENTS/QUALIFICATIONS REQUIRED

- Must travel @ 90%
- Effective and excellent written and verbal communications skills a must
- Strong attention to detail.
- Minimum of 2 years supervisory experience
- Computer literacy.
- Excellent interpersonal and organizational skills.
- Ability to flexibly manage multiple tasks.
- Knowledge of system's involvement (Mental Health, Juvenile Justice, Child Welfare, etc.) preferred.
- Training experience a plus.
- Ability to work independently
- Knowledge of Medicaid billing is a major plus.
- Bi-lingual helpful.

TEAM WORK

- Cooperate with colleagues; respect the rights and opinions of others; work effectively as part of a team and provide support.
- Identify potential problems affecting the functioning of the unit or services to recipients and proactively work to resolve them.
- Utilize specific areas of expertise to enhance unit functioning and program development, inter-agency coordination, and development of collateral relationships.
- Interact professionally with government representatives and with the provider agencies served by FOTM.
- Attend and actively participate in OMH/JBFCS/FOTM meetings, trainings and events.
- Assist the department in accessing and utilizing internal and external resources to better serve the population.
- Coordinate joint training and projects with respect to colleague's schedules.

SUPERVISION

- Provide regular supervision to assigned staff
- Work proactively to create an effective relationship with staff.
- Monitor the performance of staff and provide support and critical feedback. Address substandard performance in a timely manner.
- Effectively use agency performance evaluation process.
- Regularly assess staff's learning needs and provide with appropriate training and instruction.

USE OF SUPERVISION

- Participate actively in supervision and work proactively to create an effective relationship with supervisor.
- Take initiative in setting supervisory agenda; provide supervisor with appropriate level of information regarding work activities.
- Appropriately request support and supervision; respond well to feedback; follow directions and guidance.
- Respond appropriately to program and agency supervisory and management personnel.
- Take initiative to identify learning needs and make use of available resources.

FAMILY & YOUTH ENGAGEMENT

- Treat families and youth with dignity and respect; maintain sensitivity to privacy and confidentiality, communicate empathy in an appropriate manner while maintaining professional boundaries.
- Effectively manage own emotional response to situations including seeking out necessary support.

USE OF COLLATERAL AND COMMUNITY RESOURCES

- Access and appropriately utilize an array of available community resources.
- Represent FOTM in routine contacts with other providers.
- Identify and work to resolve barriers or problems together with other providers.
- Behave in a courteous and professional manner that promotes good relationships between agencies and facilitates problem resolution.
- Work effectively with family and other social supports.

PROFESSIONALISM

- Interact effectively with others regardless of level, status, background or competence.
- Maintain a professional, respectful and objective manner at all times including difficult situations.
- Value difference and diversity.
- Demonstrate high ethical standards and personal integrity.
- Follow through and complete all routine and assigned tasks in a timely manner.

TIME MANAGEMENT

- Complete assignments within appropriate time frames.
- Adjust to new assignments and changing workload; and adjust priorities as required.
- Maintain composure and productivity under pressure and in challenging circumstances.
- Report to work on time, as scheduled and remain throughout scheduled shift.
- If unable to work due to illness, emergency or other reason, give supervisor required notice; submit requests for leave sufficiently in advance.
- Maintain flexibility and consider program needs; maintain willingness to work during emergencies if needed.
- Schedule meal breaks in consultation with other staff to ensure coverage; relieve co-workers on time.

REQUIREMENTS/QUALIFICATIONS REQUIRED

- Must travel within the NYC Metropolitan area
- Effective and excellent written and verbal communications skills a must
- Strong attention to detail.
- Ability to work independently
- Minimum of 2 years supervisory experience
- Computer literacy.
- Good interpersonal and organizational skills.
- Ability to flexibly manage multiple tasks.
- Knowledge of system's involvement (Mental Health, Juvenile Justice, Child Welfare, etc.) preferred.
- Training experience a plus.

Position reports to the CEO or other as assigned

Position status: Exempt

Employment is At-Will

How to apply: send cover letter indicating systems/relevant experience and resume to the Director of Human Resources at hr@fotmny.org or via fax at (718) 447-6539