

POSITION TITLE: PROGRAM DIRECTOR 2
PROGRAM: Haven House
FLSA CLASS: Exempt

REPORTS TO: Deputy Director
DIRECT REPORTS: Haven House Clinical Case Manager 1
Lead Residential Counselor
Residential Counselor
Associate Counselor

DRIVING: Required



JOB DESCRIPTION: Responsible for the overall management/operation of short-term residential program for high-risk teens.

POSITION QUALIFICATIONS:

1. Bachelor's Degree in Social Work, or related field plus 4-6 years' experience in managing a youth residential facility, and
2. Supervisor experience.

AGENCY QUALIFICATIONS:

1. The ability to pass an extensive background check with no history of conviction or perpetration of child abuse or physical harm to another person,
2. Professional and personal conduct that maintains a personal and professional background so that criminal history remains free from unlawful conduct. Certain crimes may disqualify employees to have unrestricted access to children or vulnerable populations in accordance with Department of Social Health and Services policy and Washington State law. Professional or personal conduct that causes this clearance to be suspended or denied will result in suspension and/or termination of employment. (Pursuant to RCW 43.43.832, 43.43.832(7), 43.43.834, 43.20A.710 and WAC 388-06.),
3. A valid Washington State Driver License with a three-year good driving record. The ability to pass and maintain a clean driving records check. Professional or personal conduct that results in a restricted or denied driving status could result in termination of employment,
4. Proof of personal auto insurance levels at or above a \$100,000 combined single limit must be provided once offer of employment is accepted,
5. A sensitivity and responsiveness to the cultural differences in the organization's employment and service population,
6. Must possess, or obtain within 30 days of employment CPR/1st Aid/Bloodborne Pathogen certification, and
7. Strong interpersonal skills, including the ability to work as part of a team. (EOE).

MAJOR RESPONSIBILITIES AND TASKS:

A. Program Management

1. Provides leadership to a diverse residential treatment staff to assure participant and staff safety and to maintain a highly structured treatment milieu for youth who experience behavioral, familial, delinquency, and mental health challenges,
2. Supervises the state contracts for Crisis Residential Center, Behavioral Rehabilitation Services, HOPE and federal Basic Center Grant (Safe Shelter Program) ensuring all meet program compliance, licensing and health/safety standards,

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3. Works with referring agencies to strengthen relationships and facilitate the transition of youth into and out of Haven House,
4. Develops and monitors the Haven House and Safe Shelter budget. Reviews the budget status monthly to assure program functions within program budget,
5. Develops and trains staff in behavior management techniques and assessments to facilitate behavior change in residents,
6. Maintains a therapeutic milieu for youth in residence,
7. Completion of monthly payroll with the finance department,
8. Oversees and assists in the completion of all grants for Haven House and provides progress reports that are completed within the time frame given,
9. Provides quarterly and annual reports for Haven House, Safe Shelter and the individual programs, and
10. Represents CYC in a competent and professional manner through presentations on youth issues and/or membership on appropriate committees and councils.

B. Supervision/Staff Management

1. Plans and leads regular staff meetings in order to keep staff well informed, develop skills, set directions and track goals,
2. Meets with staff on an annual basis in order to review performance and job descriptions, helps set realistic goals and assists where needed to reach those goals,
3. Provides leadership for program direction, and provides support, direction and training for staff, and
4. Recruits, hires, trains and supervises qualified staff, interns, and/or work study participants.

C. Agency-wide Support

1. Participate in weekly leadership meetings and activities, and
2. Completes and presents quarterly review reports.

D. Budget Management

1. Develops program and grant budgets, based on funder guidelines in support of meeting program goals and outcomes,
2. Manages staff expenditure requests to support program goals,
3. Monitors the various budgets monthly and submits budget modifications to funders if necessary, and
4. Develops annual CYC program budgets, based on grant budgets.

E. Grant / Report Writing

1. Writes quality competitive grants to ensure program continuation,
2. Prepares and submits quarterly reporting to contract funders,
3. Assesses critical unmet community needs by researching local, state and national needs assessments and network with local experts, councils, boards and service providers,
4. Seeks out additional grant opportunities, and
5. Develops additional funding strategies helping ensure program sustainability.

F. Professional Development:

1. Attends required staff meetings and contribute input on program and agency issues,

2. Attend scheduled in-service training for on-going development of professional skills, and
3. Meets with supervisor on a monthly basis to review performance and SMART goals.

G. Other Related Responsibilities

1. Attends relevant trainings, conferences and department/ program staff meetings,
2. Uses Agency or personal vehicle to perform agency business,
3. Maintains confidential information,
4. Participates as a flexible member of the agency team in order to accomplish the overall agency goals,
5. Follows agency policies and procedures Code of Ethics, RCW's, WAC's, and other applicable external regulations,
6. Participates in creating and maintaining a workplace that values diversity and is free of racism, sexism, heterosexism, and other discriminatory practices,
7. Manages time and other resources in a skilled manner,
8. Demonstrates professionalism and appropriate boundaries in all interactions,
9. Functions with creativity, independence and initiative,
10. Communicates effectively in both verbal and written form, and
11. Performs other work as assigned.

Employee Name (Printed)

Employee Signature / Date

Supervisor Signature / Date