Live the Victory, Inc.
415 Mason Ct. #1
Fort Collins, CO 80524
Federal ID# 20-2894339

The Matthews House Strengthening Families Program

Position: Family Program Director

Status: Exempt

Job Description: Responsible to provide direct supervision to the Family Transition Facilitators and general management and oversight of the Strengthening Family Program.

SUPERVISES: Family Transitional Facilitators

SUPERVISED BY: Associate Director

QUALIFICATIONS:

- Master’s Degree in Social Work from accredited college or university. Bachelor’s Degree in Social Work with three or more years direct service work may be substituted for the Master’s Degree requirement.
- Supervisory experience is preferred.
- Experience in working with at risk youth and families, particularly those involved in the child welfare system.
- Strong case management skills, including assessment, planning, facilitation and advocacy for youth and families.
- Must have proven organization, time management and leadership skills.
- Strong skills in collaboration, crisis management, program development and crisis intervention.
- Knowledge of community resources is required.
- Proficient in Microsoft Office and Google applications

DUTIES AND RESPONSIBILITIES:

- Maintain professional standards regarding client rights. Demonstrate an understanding of confidentiality policies, mandated child abuse reporting and duty to warn procedures.
- Assign client and case management services to Family Transitional Facilitators. Follow up with designated Family Transitional Facilitator.

Revised 3/18/14
to assure appropriateness and timeliness of services provided. Assist in reviewing the quality and quantity of services provided.

- Supervise Family Transitional Facilitators weekly in individual and group supervision sessions.
- Develop and monitor outcome measures to be met by the Family Transitional Facilitators.
- Ensure Family Transition Facilitators manage case files with timely and accurate documentation related to progress and barriers of case plan.
- Work effectively with teams and staff who serve at risk youth and families including Matthews House staff, county and state officials, and other collaborative agency staff.
- Participate in appropriate meetings within the agency and community and provide agency representation to county and state partners and other stakeholders as assigned.
- Ensure adequate program development and operation.
- Maintain ongoing contact with representatives from referring agencies and other community partners on a regular basis.
- Develop and implement the training protocol for new Family Transitional Facilitators.

**SPECIFIC RESPONSIBILITIES:**

- Communicate with Associate Director regarding administrative and personnel decisions that could impact the program.
- Represent The Matthews House throughout the community by positively promoting the services provided as well as presenting professionally at community meetings and events.
- Proactively identify program improvements to enhance services to youth and families as well as seeking new opportunities in the community that are aligned with the mission and values of The Matthews House.
- Encourage staff professional development and growth within The Matthews House by identifying additional opportunities for staff when appropriate, completing timely annual performance evaluations and developing/reviewing employee personal development plans.
- Protect the interests and business of The Matthews House by being knowledgeable of all requirements (licensing, contracting, funding, grantors, etc.), staying current on any amendments or changes as well as adhering to the requirements of these oversight bodies.
- Ensure timely and accurate documentation from staff that adheres to funding sources' requirements.
- Actively participate in weekly staff meetings

Revised 3/18/14
SPECIAL REQUIREMENTS

Candidate must possess the leadership qualities and personal characteristics necessary for working effectively with at-risk youth and young adults involved in the juvenile justice system and families at risk of child welfare involvement. Must be able to provide own transportation to agency-related functions, community agencies, and Human Service offices throughout the county. Frequent operation of office equipment is required. Candidate must possess good moral character.