The Matthews House Foster Care Support Program

Position: Foster Care Support Program Director

Status: Full time Exempt

Job Description: Responsible to provide direct supervision to the Foster Care Support Transition Facilitators and general management and oversight of the Program. This position requires the ability to work after hours and be on call on a rotating basis.

SUPERVISES: Foster Care Support 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 and foster families.
- 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.
- Work in conjunction with the County Foster/Kin Caseworkers to assign foster and kin homes to Transitional Facilitators. Follow up
with the designated Transitional Facilitator to assure appropriateness and timeliness of services provided. Assist in reviewing the quality and quantity of services provided.

- Supervise Transitional Facilitators weekly in individual and group supervision sessions.
- Develop and monitor outcome measures to be met by the Transitional Facilitators.
- Ensure 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, foster and kin families and other community partners on a regular basis.
- Develop and implement the training protocol for new 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 foster/kin parents and 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 monthly staff meetings.
- Perform other duties as assigned.

**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.