

Children's Friend and Service

Job Grade: 15

Job Description

Title: Manager of Family Preservation

Reports To: Director of Family Preservation

Qualifications: Master's Degree in Social Work or related field. Licensure in Rhode Island required. Child Welfare and experience and experience working with substance affected families is required. Experience and skills in staff supervision, team development and program management required. Must have a valid driver's license, a car, and auto liability insurance.

Job Responsibilities

1. Provide leadership and overall management of the Family Preservation programs. Ensure that all program services meet COA, licensing and best practice standards.
2. Actively participate in the development of program budgets, and monitor revenues and expenditures on a monthly basis.
3. Complete monthly billing reports for the required programs program and submit them to the Finance Department by the fifth business day each month. Ensure that all billable services provided are billed for.
4. Receive referrals from DCYF and other agency programs. Provide initial screening and determine if case is appropriate for Family Preservation. Prioritize cases on the waiting list, and assign cases to staff and/or provide alternative referrals if case is not appropriate.
5. Oversee the recruitment, evaluation (homestudies and re-evaluations) training and licensing of agency foster parents. Ensure that there are a sufficient number of foster parents to meet contract requirements. Ensure that culturally and ethnically diverse foster parents are recruited and retained to meet the needs of children placed through Children's Friend.
6. Develop and implement a pre-service and ongoing training program for foster parents consistent with licensing and COA standards, and best practice. Ensure that all foster parents receive relevant ongoing training.
7. Ensure that direct services are provided as needed to agency foster parents and children placed in agency foster homes, including home visits, 24 hour on-call capacity for emergencies, attendance at appointments with health care and other services providers, etc. Develop and sustain an effective monitoring system to ensure that the health, development, and overall well being of foster children placed with the agency are being monitored.

8. Serve as a liaison to DCYF personnel, to ensure effective, ongoing collaboration and resolve any problems that may arise.
9. Oversee all adoption procedures. Ensure that agency policies and procedures regarding adoption are adhered to. Ensure that all necessary procedures for family court are completed.
10. Provide oversight regarding the assessment of family members' substance abuse problems, and ensure linkage of substance abusing family members to formal substance abuse treatment programs. Ensure active work with family on implementing a recovery plan.
11. Review progress reports for client's court dates, prepare and support staff for appearances and advocacy as needed in Family Court and Family Treatment Drug Court.
12. Provide leadership in ensuring that all individuals are treated with respect and that diversity in background and life experiences are supported and valued throughout the agency.
13. Recruit, hire, train and evaluate program staff.
14. Provide individual and group supervision to program staff and interns at least weekly, and on an as-needed basis.
15. Ensure proper maintenance of case records, evaluate case progress, and ensure proper utilization of services through program and agency quality review process.
16. Demonstrate professionalism, competence and expertise when representing the agency in the community.
17. Make constructive use of individual supervision on a weekly basis. Continually assess learning needs and seek out and participate in appropriate professional development opportunities. This includes participation in the agency sponsored core training for management.
18. Ensure that all services provided are culturally relevant.
19. Actively participate in agency management team, monthly agency staff meetings weekly departmental meetings and other agency committees as needed.
20. Provide timely information and statistics to the Director and assist with the preparation of required program reports.
21. Ensure that program evaluation activities are occurring as planned, and work with Director and staff to resolve any problems related to the evaluation process.
22. Contribute to the overall success and quality of the agency by working constructively and collaboratively with other staff members to address programmatic and agency-wide issues and needed

23. Other duties as assigned.

I have read the above list of duties pertaining to my position, and agree to adhere to the policies and procedures of Children's Friend and Service.

Employee Signature

Date

G/Agency/Job Descriptions/Permanency/Manager of Permanency Services

2/6/08