

JOB DESCRIPTION

POSITION TITLE: Program Manager

SUPERVISED BY: Director – Residential Programs

SUPERVISES: Supervisor – Youth Care, Therapist, and Day Coordinator OR
Youth Care Workers, Therapist, and Day Coordinator (depends on Program structure)

PURPOSE OF POSITION: To support and implement the policy and philosophy of the Agency and the program, to ensure that the therapeutic milieu is being actively pursued and the Youth are receiving appropriate therapy, to supervise the program environment and all related issues, i.e. cleanliness, use of space, and care of property, to participate in all supervision meetings appropriate to job function, to participate in the interviewing, hiring, training, and evaluation of program employees, to develop and supervise the budget and expenditures in Program based on the approved budget, to ensure that Staff are held accountable for their responsibilities.

ESSENTIAL QUALIFICATIONS:

- Master's Degree in psychology, social work, child care, special education, or related field, with course work in areas pertinent to child care, and/or comparable experience.
- Ability to manage and supervise people.
- Ability to work a minimum of two nights per week, until at least 9:00 p.m.
- Ability to work in an interdisciplinary team approach model.
- Experience in residential treatment.
- Ability to implement policies and procedures.
- A valid Illinois driver's license, ability to drive a van, maintain a clear driving record, and retain driving approval through the Department of Children and Family Services.
- Regular and predictable attendance.
- Ability to work both independently and as an active team member.
- Excellent interpersonal, oral, and written communication skills.
- Maturity and sensitivity to cultural and individual differences.
- Ability to maintain professional demeanor while exercising judgment and discretion in work.
- Ability to follow oral and written instructions.
- Ability to read and interpret documents such as operating and maintenance instructions, procedure manuals, and professional journals. Ability to write reports and correspondence.
- Proficiency in Microsoft Word and Excel, as well as the ability to become proficient in other software packages and programs.
- Ability to maintain confidentiality.
- Ability to lift and/or move up to 40 pounds, and with proper training, be able to physically restrain youth.
- Commitment to the mission, values, and goals of the Agency.

ESSENTIAL FUNCTIONS:

- Be responsible for the implementation of each Youth's Individual Treatment Plan.
- Be actively involved in all aspects of case management within the Program.
- Ensure education, employment and treatment goals are managed for each Youth.
- Supervise all Program communication, i.e., log entries, incident reports, phone and written communication to supervisors, and to external bodies, as appropriate.
- Supervise Staff and Youth.
- Assess Youth's placement and duration of stay in Mercy Home for Boys and Girls.
- Participate in all meetings essential to job.
- Participate in the hiring, training and evaluations of the Staff for their program.
- Promote overall mission, value and goals of the Agency.
- Be responsible for the day to day budget of the program.

- Support the Continuous Quality Improvement system for Youth Programs.
- Be on call to Program 24 hours/7 days a week.

RECEIPT AND ACKNOWLEDGMENT:

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- This job description in no way states or implies that these are the only duties to be performed by the jobholder. Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Agency.
- I have read and understand this job description.

This job description was accepted by:

Program Manager

Date

Mercy Home for Boys & Girls (The Mission of Our Lady of Mercy, Inc.) is a non-profit Illinois Corporation and an equal opportunity employer.