

**Coalition for Hispanic Family Services
JOB DESCRIPTION**

Job Title: Program Director
Department: Treatment Family Foster Care (TFFC)
Reports To: Deputy Executive Director
Date Available: August 13, 2018
Date Posting: August 6, 2018
Deadline to Apply: August 13, 2018

To apply: Submit a resume and cover letter with qualifications to Jeannette Burgos, Deputy Executive Director jburgos@hispanicfamilyservicesny.org by 5pm on August 13, 2018.

Summary of the Agency:

The Coalition for Hispanic Family Services is a multi-service agency serving children and families of North Brooklyn. These include foster care, adoption, youth development, primary health care, mental health, HIV/AIDS case management, community health education and outreach, in-service internships and after school education.

The Director of Treatment Family Foster Care provides administrative oversight of the TFFC units including personnel and outcomes. Position also ensures quality standards and services.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Manages TFFC units in accordance with contract and licensing requirements.
- Manages the services performed by employees, contracted staff, students, trainees and volunteers within the assigned program area(s).
- Provides regularly scheduled administrative and clinical supervision to supervisors and assigned administrative support staff.
- Participates in peer supervision with team supervisors.
- Participates in selection process for new staff, disciplinary proceedings, supervision and evaluations, and makes recommendations for terminations.
- Interviews and selects candidates to fill open positions, following agency protocols.
- Ensures outcomes data is processed timely.
- Ensures that required reports (FASPS, PHR'S) are submitted timely and are detailed, reflecting the plan established in FTC's and reflective of Improved Outcomes for Children.
- Ensures the timely and accurate submission of data to QA.
- Provides emergency and/or back-up beeper coverage on evenings and weekends as assigned.

Specific Education, Certification and Skill Requirements

- Master's degree in social work from an accredited college or university or related degree; licensing from the NYS Education Dept. (LMSW or LCSW);
- Minimum of 5 years of post MSW experience in the field of child welfare, with a concentration in foster care and adoption; organizational, verbal and written communication skills;
- Clinical experience working with seriously emotionally disturbed youth;
- Strong organizational, verbal and written communication skills.

Salary:

Based on experience. Good benefits package, ample vacation and sick days.