

**Coalition for Hispanic Family Services
JOB DESCRIPTION**

Program: Children's Community Residence
Job Title: Residential Program Director
Reports To: Deputy Executive Director
Date Available: Immediately
Date Posted: February 5, 2021

To apply: Submit a resume and cover letter with qualifications to Jeannette Burgos-Ochart, Deputy Executive Director – jburgos@hispanicfamilyservicesny.org

Job Summary:

The Residential Program Director provides oversight of the day-to-day functioning of the residence, supervision and program leadership to the residence for children diagnosed with emotional and behavioral health challenges ages 8-13. The residence provides the children a therapeutic living environment designed to help them learn adaptive skills designed to help them succeed at home and the community. The Residential Program Director works with the children's families to help strengthen their capacity to care for their children upon discharge. The Residential Program Director actively supports and implements a strengths-based, culturally competent, client-centered approach to working with children and families.

Duties/Responsibilities:

- Ensures compliance with internal and external policies, procedures and regulations
- Ensures development and adherence to program's budget and maintains program's fiscal viability
- Hires and trains or oversees training of community residence staff
- Authorizes intakes and discharges of children at the community residence
- Oversees the intake and pre-placement process of all children referred to the program
- Works directly with the children's family to support and strengthen the family's capacity to care for their child upon discharge
- Ensures the timely development of a service plan for all children in placement and the delivery of services in accordance with the service plan
- Reviews and evaluates comprehensive assessments, service notes, service plan, implementation of service plan reviews for quality assurance
- Ensures the collaboration between the community residence and the multiple community-based systems supporting the children in the community.
- Ensures that the physical facility meets appropriate safety and aesthetic standards
- Coordinate and/or provides ongoing staff training.
- Represents the community residence at Office of Mental Health and Children's Single Point of Access meetings (CSPOA)
- Develops and maintains relationships with community providers to improve service access for children in the program
- Conduct internal and external case conferences as needed
- Provides regularly scheduled supervision to the Nurse and Team Leader

- Implements continuous quality improvement initiatives
- Provides emergency and/or back-up coverage on evenings and weekends
- Performs other duties as assigned

Qualifications:

- Graduate from an Accredited School of Social Work or related field
- Current New York State Certification in Social Work, helpful, but not required
- Minimum of three (3) years of experience in children's mental health
- Minimum of 1 year of supervisory experience
- Knowledge and experience with electronic health records
- Excellent engagement and communication skills
- Strong administrative skills
- Understanding of mental health delivery issues
- Bi-lingual (English/Spanish)
- Understanding and appreciation of the roles of race, religion, ethnicity, sexual preference, and individual values as they relate to servicing clients and families.