

Coalition for Hispanic Family Services
JOB DESCRIPTION

Program: Children's Community Residence
Job Title: Residential Program Director
Reports To: Deputy Executive Director
Date Available: June 2022

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

About Coalition for Hispanic Family Services (CHFS)

CHFS is a community-based, family-focused organization of color providing an array of services to children and families in North Brooklyn and Western Queens. For over 30 years, CHFS has worked with vulnerable populations that include children in foster care, and emotionally disturbed children and youth and their families who have or are at risk of abuse and neglect. The provision of accessible, high-quality health services to these vulnerable populations is central to our holistic approach of strengthening families in a culturally competent manner.

Job Summary:

The Residential Program Director provides oversight of the day-to-day functioning of the program, supervision and program leadership in a community residence for children diagnosed with emotional and behavioral health challenges ages 8-12. 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, Care Coordinator and Recreation Specialist
- Implements continuous quality improvement initiatives
- Provides emergency and/or back-up coverage on evenings and weekends
- Performs other duties as assigned

Qualifications:

- Master's Degree **with licensure** in Social Work, Marriage and Family Counseling, Mental Health Counseling, Art Therapy
- 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), preferred
- Understanding and appreciation of the roles of race, religion, ethnicity, sexual preference, and individual values as they relate to servicing clients and families.