



PROGRAM MANAGER/FACILITATOR

DEPARTMENT: YAFW

REPORTS TO: Senior Program Director

CLASSIFICATION: Exempt

OF HOURS: Full-Time, 40 hrs

PAYRATE: D.O.E.

POSITION PROFILE:

Under the supervision of SAY's Senior Director of Child Abuse Prevention Services, the Program Manager provides direct supervision to the Project KEEP program staff. Monitors compliance with project budget and objectives. Serves as liaison between the program and other agency programs, project partners, funder and the broader community. Participates in training, consultation, and supervision with CASRC (Child/Adolescent Services Research Center) and the Senior Director. Performs other essential job-related work as required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Supervise and manage all program staff
- Manage government contracts, including preparation of monthly reports, statistical compilations, liaison with contract monitors, and prepare for service audits
- Assist in overseeing hiring, staff development and training
- Conduct community outreach and oversee project staff outreach activities
- Implement curriculum with fidelity
- Supervise and manage a part time caseload; Provide evidence based groups
- Provide client advocacy and follow-up (completion of weekly PDR's)

QUALIFICATIONS (Education, Experience and Certifications):

- Bachelor's Degree in Social Work or related field
- Minimum of two years experience providing job related experience
- Experience working with Child Welfare Workers, foster children, and foster parents
- Competency and experience in working with diverse cultures
- Prior experience in conducting group sessions
- Prior research or intervention project preferred
- Access to reliable transportation and willing to use it for job-related tasks

KNOWLEDGE, SKILLS AND ABILITIES:

- Bilingual English/Spanish preferred
- Highly organized and good multi-tasking skills
- Willingness to adhere to behavioral principles used in parent management training
- Ability to accurately record significant information
- Knowledge and experience of San Diego, its resources and services



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WORKING CONDITIONS:

ENVIRONMENT: Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job

include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

MENTAL: Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.