

JOB DESCRIPTION

JOB TITLE: Family Services Program Manager

RESPONSIBLE TO: Executive Director

MINIMUM QUALIFICATIONS:

Bachelor of Arts or Sciences in human services area such as social work, psychology, counseling, or related field required. Related work experience may be substituted on a year-by-year basis. Three years management experience required. A comprehensive understanding of child protective services, child abuse and neglect, generational family issues, substance abuse, domestic violence, and intervention and treatment issues is required. Must also be skilled in the areas of supervision, budget management and grant management.

SALARY RANGE: Full Time, DOE

RESPONSIBILITIES: Generally responsible for the development, coordination, and implementation of RCPC's Family Services Program as well as the supervision of program staff.

DUTIES:

- Perform overall administrative tasks necessary for the effective operation of the program
- Responsible for maintaining grant compliance, securing funding and fiscal management of grants
- Oversee the employment and supervision of program staff
- Maintain collegial working relationship with the Office of Children's Services and review services and related policies as needed in order to identify gaps in services and need for modifications and new programming
- Coordination of design, implementation and compilation of results from evaluation tools
- Manage the FSP budget
- Complete quarterly and year-end reports for funding sources.
- Assist Executive Director in writing funding proposals
- Be available for staff case consultation and support as needed
- Participate as a member of the RCPC Management Team, attending regularly scheduled meetings
- Attend monthly staff meetings and agency trainings
- Support other RCPC programs as needed