

Job Title	Program Director
Employer/ Agency	SAFE HAVEN COMMUNITY SERVICES
Job Description	<p>The Program Director is responsible for all operational aspects of the foster care and adoption programs. The Program Director will ensure that the programs and staff meet goals, follow policies and procedures, licensing and contractual requirements and function as an effective component of the total organization. This requires the ability to impart the vision of comprehensive service delivery to children, youth and families and provide leadership towards that vision.</p> <p>Child/Family Matching: Responsible for supervising coordinators in this process of receiving and responding with a sense of urgency to all placement calls from the CPU including emails and phone calls concerning prospective foster children needing placement; assigning coordinators and case managers to be on call for placements after 5:00 p.m. and as needed on weekends; and updating DFPS placement vacancy database with SHCS placement availability on a daily basis.</p> <p>Child Placement: Responsible for supervising case managers scheduling and arrange all pre-placement visits for non-emergency placements and request documentation needed prior to placement; obtaining all necessary documents for placements, and ensure notification of placement is given to the appropriate therapist and the Director of Clinical Services if a child is receiving treatment services; arrange and coordinate the dates and times of placements and ensuring all necessary parties are informed and present at the foster home.</p> <p>Staff Relations: Responsible for interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance including coaching and future performance development; managers training needs through learning management system; rewarding and disciplining employees; addressing complaints and resolving problems. Maintain quality improvement goals and address at regularly scheduled staff meetings.</p> <p>Compliance and Oversight: Responsible for overseeing the foster care program compliance with RCCL Minimum Standards, DFPS Residential Child-Care Contract Regulations, and YFT Indicators, state, federal and private funder regulations. Also, implement and maintain processes that provide ongoing monitoring of work products across all SHCS agency. This includes, but is not limited to, service documentation standards, protocol, and overall SHCS policy and procedure compliance.</p> <p>Quality Assurance:</p>

	<p>Responsible for developing, implementing, and maintaining the Continuous Quality Improvement Program. This program ensures that areas of the foster care program (both administrative and direct service) are consistently using information to evaluate performance, risk and compliance. Also, will ensure that actions are identified and followed through to remediate quality issue.</p>
<p>Qualifications</p>	<p>Master's degree in related field preferred; or a Bachelor's degree from four-year college or university, and 3 year experience working in a private foster care and adoption agency as a child placement management staff (CPMS) providing individualized therapeutic services to children, adolescents, and their families; <u>Must be a Licensed Child Placing Agency Administrator (LCPAA); or currently meet the qualifications to enable licensure as a (LCPAA).</u></p> <p><u>Management Experience:</u></p> <p>Must have at least three years of documented management and supervisory case management full-time experience in a child-placing agency conducting child placing activity.</p> <p><u>Department Knowledge:</u></p> <p>Must have a vast knowledge of the Department of Family and Protective Services and the Department of Human Services Child Welfare System.</p> <p><u>Additional Skills & Abilities:</u></p> <ul style="list-style-type: none"> • Proven ability to assess children's needs and determine appropriate placement. • Excellent verbal and written communication skills with exceptional attention to details • Possess excellent interpersonal skills, as well as, organizational and planning skills. • Ability to effectively communicate to subordinate staff. • Ability to organize, multitask and prioritize duties and responsibilities efficiently. • Ability to work independently. • Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program compliance <p>Exceptional Communication and Influencing Skills:</p> <ul style="list-style-type: none"> • Unwavering commitment to quality programs and excellence in organizational and project management with the ability to achieve strategic objectives • Integrity, positive attitude, mission-driven, and self-directed with demonstrated passion for SAFE HAVEN COMMUNITY SERVICES's mission and commitment to working collaboratively with all members of SHCS management team members and board members • Solid judgment and apparent leadership skills

	<ul style="list-style-type: none"> • Impeccable integrity • Strong analytical skills; basic business intuition, and common sense • Strong work ethic <p><u>Training Certification:</u> PRIDE, PAPH Trainer Certified and Special Needs Adoption Training Certified is preferred.</p>
Salary/Hours	45K-55K
Employer/Agency	Safe Haven Community Services is non-profit 501© (3) organization, licensed and funded by the Texas Department of Family and Protective Services. Safe Haven offers an array of services such as foster care, kinship care, transitional living care, and adoption. Our mission is to provide a temporary safe haven, for children and youth who have had some traumatic experience with abuse, neglect, and abandonment until permanency is achieved. Safe Haven is able to facilitate its mission by partnering with individuals and families throughout the greater Houston area who serve as licensed foster care and relative care providers.
Address	7324 Southwest Freeway Suit 835
City, State, Zip	Houston, Texas 77074
Contact Person	Thu Pham
Contact Title	Office Manager
Telephone Number	713-988-7233
Fax Number	Email resume
Email Address	tpham@safehavencommunityservices.org
Application Method	Resume only
Opening Date	December 05, 2014

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