

<b>Job Title</b>	Program Director – Home Study and Post Release Services
<b>Employer/ Agency</b>	YMCA International Services
<b>Job Description</b>	<p><b><u>OVERVIEW</u></b> The Regional Supervisor is responsible for all aspects of supervising a team of Family Support Specialists (FSS) / Family Support Coordinators (FSC) providing culturally and linguistically appropriate Home Study and Post Release Services (HS/PRS) to unaccompanied children (UC) as part of the U.S. Committee for Refugees and Immigrants (USCRI) HS/PRS program.</p> <p><b><u>Duties /Responsibilities</u></b> Regional Supervisor primary responsibilities include:</p> <ul style="list-style-type: none"> <li>• Lead and supervise staff providing home study and post release services (HS/PRS);</li> <li>• Direct and coordinate HS/PRS to unaccompanied children;</li> <li>• Review, edit and approve home study and home visits reports;</li> <li>• Ensure compliance with USCRI and ORR requirements and policies governing the provision of HS/PRS;</li> <li>• Coordinate and conduct training and onboarding of new staff;</li> <li>• Provide ongoing leadership, direction, development, coaching, counseling, oversight and support to staff to ensure child welfare principles and social work best practices are central components of HS/PRS;</li> <li>• Conduct time-sensitive and thorough home study assessments for potential placements for UC, including background interviews, home assessment, and case analysis;</li> <li>• Provide culturally and linguistically appropriate post placement services and comprehensive case management for UC;</li> <li>• Conduct brief interventions to help families address crises and manage conflict, as needed;</li> <li>• Complete individualized needs assessments with UC and sponsor, and develop case plans with particular attention to culture, language, and special circumstances;</li> <li>• Identify partnership opportunities and conduct strategic outreach to local service providers to raise awareness and enhance existing support networks to children and families;</li> <li>• Coordinate and communicate effectively with key stakeholders; identifies partnership opportunities, and conducts strategic outreach to local service providers to raise awareness and enhance existing support networks to children and families;</li> <li>• Assists in the marketing and distribution of program information, vertical</li> </ul>

	<ul style="list-style-type: none"> <li>updates and social media postings;</li> <li>• Develops and monitors program budget to meet fiscal objectives;</li> <li>• Assists in YMCA fundraising activities and special events;</li> <li>• Participates in all required trainings, meetings and programming required by USCRI and ORR;</li> <li>• Other duties may be assigned, including airport reception of newly arrived refugees that may be in the evening.</li> </ul>
<p><b>Qualifications</b></p>	<p><b><u>Requirements</u></b></p> <ul style="list-style-type: none"> <li>• Masters of Social Work or an equivalent advanced degree in a behavioral science (e.g., education, psychology, sociology) or social services field with 3 years of progressive experience in the fields listed above. An outstanding candidate who holds a bachelor’s degree in social work, a behavioral science, or a social services field and who also has at least 5 years of progressive experience that demonstrates both supervisory and case management experience may be considered. License Master of Social Work in the State of Texas is preferred.</li> <li>• Experience conducting home studies and writing professional, thorough assessment reports;</li> <li>• Demonstrated understanding and experience with case management, home placements, and child welfare;</li> <li>• Excellent judgment and leadership ability; must be able to make independent decisions which ensure that outstanding services are being provided within necessary timeframes, and that the team and team members are complying with all required policies and procedures;</li> <li>• Extensive knowledge of community resources, particularly for individuals without legal status;</li> <li>• Excellent organizational, verbal, written, and interpersonal communication skills.</li> <li>• Must have a valid driver's license, insurance, a clean driving record, and personal transportation.</li> <li>• Ability to prioritize duties independently, think strategically, and multi-task in a fast-paced environment;</li> <li>• Ability to work well independently and to lead a team;</li> <li>• Supervisory experience is highly preferred</li> <li>• Fluency in Spanish; proficiency in additional languages a plus.</li> <li>• Candidate must demonstrate a commitment to comply with mandatory state reporting requirement for child abuse and neglect;</li> <li>• Candidate must have dedication to the human rights of refugees,</li> </ul>

	<p>immigrants, asylum seekers and displaced people;</p> <ul style="list-style-type: none"> <li>• Candidate must pass a criminal background check that includes past history of conviction of child and sexual abuse;</li> <li>• Possess or be able to obtain CPR and basic first aid certification; and</li> <li>• Desire to achieve Team Leader or Multi-team/Branch Leader certification (see competencies below).</li> </ul> <p>Mission Advancement: Reinforces the Y’s values within the organization and the community. Effectively communicates the benefits and impact of the YMCA’s efforts for all stakeholders. Implements effective systems to develop volunteers at program, fundraising, and policy leadership levels. Secures resources and support for all philanthropic endeavors.</p> <p>Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.</p> <p>Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures and financial controls. Assigns clear accountability and ensures continuous improvement.</p> <p>Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.</p>
<b>Salary/Hours</b>	<p>Reports To: Senior Program Director  Pay: \$69,992 annually– Exempt position  Office Hours: Monday – Friday; 8:30 a.m. to 5:00 p.m. Occasional evening hours as required.</p>
<b>Address</b>	6300 Westpark Dr. Suite 600
<b>City, State, Zip</b>	Houston, TX 77057
<b>Application Method</b>	<p><b>How to apply:</b> You must complete an online application at <a href="http://www.ymcahouston.org/careers">www.ymcahouston.org/careers</a> <b>No phone calls or emails please.</b> You will be contacted to submit an application and schedule an interview if you are considered a qualified candidate.</p>
<b>Opening Date</b>	Immediately

