



Child Advocates / Parent Coaches
Child Abuse Prevention Council

Classification: Program Manager
Position Title Program Manager –Suicide Prevention
Department: Clinical
Reports to: Clinical Director

Definition of Classification:

Under general supervision, this position oversees the Suicide Prevention program. This position performs complex administrative work in the management of funding contracts in the Clinical Services department. This includes but is not limited to overall program management, work prioritization and assignment, budgeting, staff supervision, reporting as required by laws and funding contracts, and direct case management services.

Description of Duties:

1. Have a solid working knowledge of all the rules, regulations, and laws that apply to the funding contract and ensure that procedures are put in place for staff to meet the contractual obligations/requirements of the contract.
2. Provide supervision, scheduling, guidance/support/discipline to staff, clients and families (as needed) participating in either programs.
3. Oversee and coordinate services provided at all school sites/locations services are provided.
4. Assure program continuity, quality and compliance as it relates to either funding stream's regulations, policies, etc.
5. Strategically analyze any challenges within a program to ensure contract obligations are met financially, operationally and otherwise. Ongoing review & improvement of policies & procedures required to improve program operations, staff understanding, etc.
6. Attend all partner and grant source meetings as appropriate & establish positive working relationships with grant sources, etc.
7. Prepare all reports as required by funding sources, Executive Director, Deputy Director and Clinical Director in a timely and accurate fashion.
8. Promote and maintain a sense of teamwork between program staff, other CAPC staff, volunteers, Board members, and other individuals relevant to the successful operation of each program.
9. Represent the agency in a consistently professional manner, always modeling a commitment to the agency's Mission and Values.
10. At the direction of the Executive/Deputy/Clinical Director, aggressively seek out funding for, and work with other CAPC staff and community partners to develop programs consistent with the goals and objectives of the Council.
11. Supervise and/or provide direct client services, approve service and case plans, and reports for each client.
12. Maintain case files on a daily basis and assist with any related statistical and/or evaluation components.
13. Supervise the daily maintenance of program data bases to ensure successful audits, smooth operations of the programs, etc.
14. Assist the Clinical Director as requested. Other duties, both program specific and CAPC related, as assigned.
15. Monitor budget expenditures to ensure that all spending for either program is within the guidelines of the proposed scope, budget narrative, etc. Work with Executive level management to propose any budget modifications.
16. Network with other community agencies and participate when requested, in community and health fairs and other events designed to promote CAPC programs.

Minimum Qualifications

Education: Graduation from an accredited four year college or university with major course in social services or a closely related field. Master's degree in related field and ASCW/MFTI required, LCSW/MFT preferred; employment contingent upon active BBS registration at all times.

Experience: Four years of relevant experience working with children and families or social work case management. School based experience preferred. Experience must include no less than at least two years of staff and/or volunteer supervision.

Knowledge of: The child welfare system, childhood development, and child abuse issues. Knowledge of school districts, school settings and recent legal and ethical clinical standards.

Ability to: Gather and analyze data; organize and write reports, read, understand, interpret and apply pertinent rules and regulations; express oneself clearly and concisely, both orally and in writing; establish and maintain working relationships with others; present oneself professionally.

Technical Skills: Intermediate knowledge of Microsoft Office (Word, Excel, Access, Power Point, Publisher, Outlook) and ability to learn server general maintenance functions and other software as requested.

Condition of Employment: Employee shall be required to provide a T.B. clearance (checked every two years), submit fingerprints for Department of Justice Clearance, and provide annually, a DMV record report compliant with the Agency's liability insurance requirements. This position is required to provide proof of immunization records for Pertussis, Measles (unless a written statement from the employee's physician is provided that there is a medical reason not vaccinate the employee), an annual record of Flu immunization (or a signed statement from the employee that they have declined to be vaccinated against the flu). Employee must have a car, a valid driver's license, and proof of automobile insurance. Employee must demonstrate strong interpersonal skills and the ability to communicate with clients and co-workers in a compassionate, non-discriminatory, non-judgmental manner. Position is dependent on continued funding and is an at-will position. Available to work on evenings and weekends as required by supervisor.

Physical Demands: In order to perform the job duties associated with this position, the employee is regularly required to use his/her hands to finger, handle, grasp objects, tools and/or controls. The ability to talk, sit, stand, walk, and hear well is necessary. The employee may also be required to reach with hands and arms, climb or balance, stoop, kneel, crawl, or crouch. On occasion, the employee may be required to lift and/or move 25 pounds. Visual ability to judge distance, color, focus, and see peripheral objects is also necessary.

Physical demands described here are representative of those that must be met by every CAPC employee. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.