

## Children's Friend and Service

**Job Grade: 8**

### Job Description

**Title:** Manager of Family Preservation

**Reports To:** Director of Family Preservation

**Qualifications:** Master's Degree in Social Work or related field. Rhode Island preferred. Child Welfare experience and experience working with at risk families is required. Experience and skills in staff supervision, team development and program management required. Must have a valid driver's license, a car, and auto liability insurance.

### Job Responsibilities

1. Provide leadership and overall management of assigned Family Preservation programs. Develop, implement and supervise all aspects of program services, including integrated intake and triage assessment, outpatient counseling, intensive outpatient counseling, psychiatric services and consultation services. Ensure that all program services meet COA, licensing and best practice standards.
2. Actively participate in the development of program budgets, and monitor revenues and expenditures on a monthly basis.
3. Facilitate weekly Intake and Clinical Service team meetings, which will include peer case review and consultation, training, and administrative components.
4. Coordinate and lead efforts to develop the clinical services program as a resource for consultation and intervention in the area of social and emotional development in young children, including liaison with childcare and Head Start programs, and other Children's Friend programs.
5. Provide oversight to the psychiatric services to include coordination with the staff supporting the psychiatry service and liaison with program staff who refer clients.
6. Receive referrals from internal and external referrals. Provide initial screening and determine if case is appropriate for Family Preservation and/or Clinical Services. Prioritize cases on the waiting list, and assign cases to staff and/or provide alternative referrals if case is not appropriate.
7. Serve as a liaison to referring agencies and funders, to ensure effective, ongoing collaboration and resolve any problems that may arise.

8. Provide leadership in ensuring that all individuals are treated with respect and that diversity in background and life experiences are supported and valued throughout the agency.
9. Recruit, hire, train and evaluate program staff.
10. Ensure proper maintenance of case records, evaluate case progress, and ensure proper utilization of services through program and agency quality review process.
11. Demonstrate professionalism, competence and expertise when representing the agency in the community.
12. Make constructive use of individual supervision on a weekly basis. Continually assess learning needs and seek out and participate in appropriate professional development opportunities. This includes participation in the agency sponsored core training for management.
13. Actively participate in agency management team, monthly agency staff meetings weekly departmental meetings and other agency committees as needed.
14. Provide timely information and statistics to the Director and assist with the preparation of required program reports.
15. Ensure that program evaluation activities are occurring as planned, and work with Director and staff to resolve any problems related to the evaluation process.
16. Contribute to the overall success and quality of the agency by working constructively and collaboratively with other staff members to address programmatic and agency-wide issues and needed
17. Other duties as assigned.

I have read the above list of duties pertaining to my position, and agree to adhere to the policies and procedures of Children's Friend and Service.

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Employee Signature

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Date