



JOB DESCRIPTION: HomeSAFE Family Services Program Director

Job Summary

A HomeSAFE Family Services Program Director is responsible for directing and developing unit supervisors, designing local procedures, policies and practice standards to enhance service delivery and works. The position interacts routinely with Texas Department of Family and Protective Services staff, other agencies in the community, other community boards, judges, schools, law enforcement and the general public.

Responsibilities

General:

- Contributes to Pathways' mission, vision, and program philosophies by way of work product and professional behavior with both internal and external consumers.
- Adheres to all current federal & state laws, including the safeguarding of confidential healthcare information and compliance with the Health Insurance Portability & Accountability Act (HIPAA).
- Adheres to the Pathways' Policies and Procedures.
- Attends trainings related to the responsibilities of the position when possible/necessary.

Primary Responsibilities:

- Directs, plans, implements and monitors assigned initiatives and programs to ensure effective and efficient program operation.
- Reviews and approves child placement casework decisions, when requested by the client or others to ensure decisions are appropriate and consistent with policies and procedures.
- Ensures unit supervisors are managing case management staff on using evidence based practices and the Wraparound planning approach in serving their families.
- Selects, manages and develops staff through review of performance data, conferences, training and performance appraisal.
- Plans, promotes and encourages the professional growth and development of management and service delivery personnel.
- Works effectively with staff, community groups, other agencies, media and local government officials. • Addresses and attempts to resolve client, community, and staff concerns and issues regarding individual cases and operating procedures.
- Evaluates agency and community needs and develops resources to enhance program operations.
- Reviews and provides consultation on complex, sensitive high profile cases and staff issues.
- Performs other duties as assigned and required to maintain unit operations.
- Promotes, monitors, and ensures that respect is demonstrated for cultural diversity.
- Attends work regularly in accordance with agency leave policy.

- Supervisor: HomeSAFE Family Services Executive Director
- Supervises: Unit Supervisors
- Work Hours: Works flexible work hours beyond 8a.m.-5p.m., Monday - Friday
- Classification: Exempt

Education & Experience

- An accredited Master's degree in Human Services field and two years experience supervising staff.

Knowledge, Skills & Abilities

- Knowledge of program planning and implementation.
- Knowledge of agency policies, procedures and regulations.
- Skill in establishing and maintaining effective working relationships.
- Skill in effective verbal and written communication.
- Ability to gather, assemble, correlate and analyze facts.
- Ability to prepare clear and concise reports.
- Ability to develop and analyze special projects.
- Ability to supervise the work of others.

Additional Requirements

- This position requires use of the applicant's personal motor vehicle to complete job functions. Applicants for position must have a reliable motor vehicle and acceptable driving record for the past five years, and a current, valid Texas driver's license appropriate for the vehicle and passenger or cargo load. Applicants must provide proof of driving record, insurance and license.
- Three (3) employment references.
- Cleared criminal background check and signed statement regarding felony indictments/convictions.
- Cleared TB test results (current within 12 months prior to employment).
- Cleared drug screen.

Physical Demands

With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching, crawling, frequent sitting, standing and walking, may be required for long periods of time and may involve climbing stairs, walking up inclines, and on uneven terrain. Additional physical requirements may include, frequent lifting and or moving up to 25 pounds.

DISCLOSURE STATEMENT

The above statements reflect the general details considered necessary to decide the essential functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

I HAVE READ THE ABOVE JOB DESCRIPTION AND UNDERSTAND THE REQUIREMENTS OF THE JOB.

Printed Name

Signature

Date

Supervisor Signature

Date