

POSITION DESCRIPTION**PROGRAM MANAGER II**

Center for Child and Family Services
Region Ten Community Services Board

CLASSIFICATION: PROGRAM MANAGER II/ Family Treatment Court Coordinator

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. The Family Treatment Court Coordinator is responsible for overall Family Treatment Court administration, including but not limited to overseeing FTC Team management; acting as liaison between treatment providers, community agencies, participants & court; developing policies, procedures & materials; coordinating the case management process and FTC calendar; managing grants and budgets; preparing statistical and financial reports; preparing program materials; and, implementing public relations initiatives.

The incumbent reports to the Director II, Child and Family Services. In carrying out position duties, he/she performs in accordance with applicable professional ethics and established Region Ten policies. The incumbent is expected to follow standard practices as well as utilize independent judgment.

The HIPPA access level for this position is Level Two

The essential functions of this job are starred below (*) under "Major duties."

MAJOR DUTIES:

Program Management:

1. Receive FTC referrals and conduct orientation for new participants.
2. Facilitate referral process and eligibility determination.
3. Monitor and coordinate the provisions of services to all FTC clients.
4. Schedule and coordinate FTC weekly docket.
5. Gather information from service providers for weekly court reporting and coordinate communication between providers.
6. Facilitate weekly court staffing and case presentations.
7. Facilitate overall coordination and collaboration of service providers.
8. Manage fiscal and programmatic data collection; report to all agencies.
9. Serve as corresponding secretary for the FTC.
10. Manage and disburse incentives for participants.

Program Support:

1. Coordinate FTC Boards meetings, develops and distributes Board minutes.
2. Develop financial resources in coordination with the FTC Board.
3. Write grants and represent FTC at all grant presentations.
4. Maintain good relationships with organizations and foundations that are funding sources or potential funding sources.
5. Serve as a liaison to community agencies and official spokesperson for the FTC.
6. Negotiate agreements at the direction of the FTC partnering agencies.
7. Give presentations within the community regarding FTC.
8. Maintain knowledge of current significant theory, literature and resources and synthesize and transmit current knowledge to FTC Board.
9. Perform duties under the guidance of the Family Treatment Court Advisory Board.

Program Accountability:

1. Monitor monthly program costs and keep expenditures within the approved budget.
2. Provide the financial report to the Board for all scheduled Board meetings.
3. Collect and analyze data from all service providers for evaluation purposes and report this to the Supreme Court of Virginia.
4. Develop and maintain an evaluation protocol.
5. Assure adherence to all contract and grant requirements.

QUALIFICATIONS:

Bachelor's degree in human service related field or equivalent combination of education and experience demonstrating the required

FAMILY TREATMENT COURT COORDINATOR
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knowledge, skills and abilities to carry out the responsibilities of the Family Treatment Court Coordinator. In addition, the incumbent must possess the following qualifications, knowledge, skills and abilities:

Knowledge of: issues and dynamics within families relating to substance abuse, substance abuse treatment, and child abuse and neglect; the child welfare system; group dynamics and the ability to work independently or in team settings; basic computers and word processing;

Skills in: strong organizational abilities including time and resource management; superior oral and written communication; and competency in data entry and analysis.

Abilities to: work cooperatively with different types of personalities and individuals of diverse racial/ethnic/socio-economic/cultural backgrounds; fundraise, write grants and develop and implement public relations initiatives; plan and maintain budget.

CLINICAL PROVIDER PERFORMANCE EVALUATION STANDARDS:

This position is evaluated according to the Clinical Provider Performance Evaluation Standards.

POSITION LOCATION: Region Ten Community Services Board
500 Old Lynchburg Road
Charlottesville, VA 22903

POSITION ORGANIZATION CHART:

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      Director II
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Program Manager II

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GRADE: 12

SCHEDULE: 40 hours

Position description update: September 14, 2018