

POSITION DESCRIPTION**PROGRAM MANAGER II**

Educational Support Services
Center for Child and Family Services
Region Ten Community Services Board

CLASSIFICATION TITLE: Program Manager II

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA exempt position where the incumbent works as member of Child and Family Services as Program Manager II for the Educational Support Services (ESS) program. The incumbent shall provide direct clinical services and assist with the overall planning, coordination, and monitoring of ESS. The incumbent shall assist in the provision of clinical supervision and consultation to ESS staff, and be responsible for the oversight of service documentation requirements, as directed by the Director II of ESS.

The incumbent will report to, and be supervised by, the Director II of ESS. He/She will be expected to work independently under standard practices of care and refer questionable or unusual situations to the Director II. In fulfilling the expectations of this position he/she performs in accordance with applicable policies and professional ethics of Region Ten and the clinical services with applicable professional ethics and established Region Ten policies.

The HIPPA access level for this position is Level Two.

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

MAJOR DUTIES:

1. *Assists with Coordination of ESS program as assigned by Director II of ESS. This includes assistance with administrative and clinical supervision to ESS staff, monitoring daily ESS staff clinical services, and assistance with training new staff.
2. *Assists with the monitoring and maintenance of complete and current charts and other paperwork for all assigned staff as required by the agency, including all charting requirements as stipulated by Medicaid.
3. *Assists with development, coordination, and implementation of ESS curricula.
4. *Provides direct service to include, but not be limited to, assessment of clients, crisis intervention, and group treatment.
5. *Assists with management of Summer ESS program to include clinical oversight and service activities described above, as well as recruitment of site hosts and clients.
6. *Performs other duties as assigned in keeping with general description of this position

QUALIFICATIONS:

To ensure the safe and efficient operation of the program, a valid Virginia Driver's License plus an acceptable driving record as issued by the Department of Motor Vehicles are required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided.

A Master's degree in social work, counseling, or related human services field is required together with a minimum of two years experience providing clinical services to children and families, and 1 year experience providing mental health supervision or program oversight, with experience providing school-based services and licensure preferred. In addition, the incumbent must possess the following knowledge, skills and abilities:

Knowledge of: child, adolescent and family systems dysfunction and treatment; behavior management; crisis intervention; clinical supervision theory and practice; community resources; laws and regulations governing children's services; management and administration theories.

Skills in: family and individual counseling; crisis intervention; stress management; case management; assessment and diagnostics; clinical supervision; interagency coordination; clinical evaluations; serving as liaison between staff and Director of ESS; management and administration, Word and Excel computer software.

Abilities to: communicate clearly and effectively while assessing listener's level of understanding; communicate effectively, representing a wide range of attitudes, values, and lifestyles; enlist cooperation of other agencies; provide therapeutic intervention to children and families; maintain/support staff morale; delineate priorities, problems, responsibilities; work with staff of varying degrees of experience; work with minimal administrative support and supervision; evaluate/diagnose quickly.

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MANAGER PERFORMANCE EVALUATION STANDARDS:

This position is evaluated according to the Manager Performance Evaluation Standards.

POSITION LOCATION:

Region Ten Community Services Board
500 Old Lynchburg Road
Charlottesville, Virginia 22903

POSITION ORGANIZATION CHART

Director II
I
Program Manager II

GRADE: 12

SCHEDULE: Monday through Friday, 8:30 a.m. to 5:00 p.m., with occasional evening meetings.

Position Description Updated: January 1, 2013

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

Signature

Name Printed

Date