

Juvenile Program Services Manager

Job details

Pay 25.00 hr

Job Type

Full-time

Full Job Description

JOB SUMMARY

Under the direct supervision of the Executive Staff the Juvenile Services Program manager, plans direct and manage the youth services for cases that are referred to Breaking the Chains from the Fresno county department of social services.

This position is an exempt position under the Fair Labor Standards Act. Incumbents in this position serve at the pleasure of their respective Appointing Authority. The employment relationship is "at-will" and employment may be terminated at any time, for any reason, with or without cause.

Example of Duties

Work in this classification requires an individual to be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary classification functions herein described. Since every duty associated with this classification may not be described herein, employees may be required to perform duties not specifically spelled out in this classification description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this description.

ESSENTIAL DUTIES:

- Provides a continuum of functions, including, assertive outreach, and building therapeutic relationships, client and systems advocacy.
- Participate in the collection of data, assessment of needs and evaluation of existing juvenile and other community-based supportive services, make recommendations on the provision of services or contracts for services, and maintain records as needed to evaluate the BTC juvenile programs effectiveness.
- Develop processes for monitoring and streamlining service delivery for areas of care, treatment services and/or providers and investigate and develop processes to minimize voids within the all processes.
- Develop and implement policies and procedures, oversee systems for program management and quality control in the provision of services, and develop a Diversion process for eligible defendants.
- Provide consultation regarding available services, make referrals, and coordinate access to other services for clients.
- Present oral and written reports, maintain case documentation, write routine correspondence, and may attend case conference meetings.
- Coordinates involvement of community resources by working toward the best interest of the client as a member of the community support team.
- Assists clients in accessing and obtaining other community resources where needed and advocates with and for clients to access all available resources. Where resources do not exist or are inadequate,

advocates within the system to develop or improve essential services and resources for individuals impacted by human trafficking.

- Assist in the development of requests for proposals for mental and behavioral health services, review proposals, and may serve as project manager for studies, research, and related needs assessments, and/or services related to mental and behavioral health programs.
 - Manage risks, crises, and emergencies and utilize reasonable procedures in cases involving clients who present with potential domestic violence, self-harm, suicide, abuse, or violent intent.
 - May be required to provide clinical supervision for various entry level positions within the juvenile services program.
 - Attend conferences, workshops, meetings, represent BTC at state and local conferences, and work and interact collaboratively with stakeholders.
 - Facilitate meetings, classes, conferences, trainings, workshops and participate in the accomplishment of organizational, departmental, and workgroup goals and objectives.
 - Maintain absolute confidentiality of work-related issues, customer records, and restricted BTC information.
 - May be required to provide licensure supervision as well as direct supervision to staff.
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- Completes all necessary assessments and treatment plans, including comprehensive functional assessments of the mental health care and community support needs of the individual and family.
 - Develops goal focused Community Support and Rehabilitation Plan based on functional assessment of client and other supports as appropriate and requested by client, including family members and/or other natural supports, service providers.
 - Completes all required recorded client contact appropriately, including weekly, monthly, annually or as directed.
 - Assesses needs and values of family for family involvement in order to support, link, educate and advocate for families as needed.
 - Facilitates skill training, educational, support groups and group counseling for clients with team as appropriate.
 - Maintain continuous contact with client support circle, resources and service professionals (with a signed authorization to release information) in planning and service delivery. This might include but are not limited to social workers, psychiatrists, BTC officials, police, teachers (if applicable) and other human service professionals.
 - Ability to successfully integrate strategies and goals consistent with the organization's mission and vision
 - Proven ability to establish and maintain challenging and measurable goals and objectives for personnel
 - Identification of organizational priorities and the relationship to resource and budget allocation
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- Successfully guiding the implementation of new processes and providing the tools necessary to support the organization's objectives
 - Demonstrating accountability for maintaining high standards of personal performance and meeting the expectations of the department/organization, and ensuring quality outcomes
 - Accepting challenges, exercising good judgment and taking appropriate risks on a regular basis
 - Developing effective team goals and monitoring progress toward goals; taking the necessary action to ensure reaching those accomplishments
 - Providing a level of guidance and management appropriate to the circumstances
 - Seeking out best practices, sharing information and leading others to continually improve
 - Ability to plan, organize and implement projects that are in sync and deliver the department's strategy and business objectives
 - Aligning performance action plans to the current business strategies
 - Perform other related duties as required.

Minimum Requirements

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Master's degree in Psychology, accredited college or university in one of the following areas: psychology, sociology, criminal justice, social work, education, business or equivalent.
- Two or more years of experience managing a budget for a program and/or an organization. Two or more years of experience supervising or managing staff in a human services delivery setting. Must have a strong understanding of fiscal grant management, with five years of demonstrated experience preferred.
- Five (5) years of professional work experience with health system, child welfare system, juvenile probation, BTC/criminal justice system or with a social services agency, including two (2) years in an administrative capacity.
- Valid California State Driver's License.
- An equivalent combination of relevant education and/or experience may substitute for the minimum requirements.

Preferred Qualifications:

- Licensure as an independent level Social Worker, Counselor, or equivalent in the State of California with the additional hours needed in order to provide Clinical Supervision.

DESIRABLE QUALIFICATIONS & CORE COMPETENCIES

The ideal candidate will possess a bachelor's degree or higher in Public Administration, Public Health, Mental Health, Psychology, Social Work, Nursing or in a related field; and four (4) years of significant understanding and experience working in a multi-disciplinary correctional institution, a licensed or certified health facility or in an accredited health care services program. Health care administration experience in a juvenile correctional institutional and clinical experience is preferred.

PHYSICAL DEMANDS:

The work is sedentary and requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the ability to finger, grasp handle, perform repetitive motion, hear, speak, stand, walk, and demonstrate mental and visual acuity.

WORK ENVIRONMENT:

Work is performed in a dynamic environment that requires the ability to be sensitive to change and responsive to changing goals, priorities, and needs.

BTC EMPLOYMENT APPLICATION

APPLICANT INFORMATION

Name (Last)	(First)	(Middle)	Date
Address	City	State	ZIP Code
Telephone	Alternate Telephone	Best Contact Time	E-Mail Address
Social Security Number	Driver's License No./Issuing State	Date of Birth	
Position Apply For	Type of Work Desired		
	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary/Contract
When Are You Available to Begin Work?		Will You Work Overtime?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If hired, can you provide evidence that you are authorized and of legal age to work in the United States?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
In Case of Emergency Notify	Telephone	Name of Nearest Relative	Telephone

EDUCATION

TYPE	SCHOOL NAME/LOCATION	COURSE OF STUDY	NO. YEARS ATTENDED	DEGREE/DIPLOMA
HIGH SCHOOL				
BUSINESS/TECHNICAL				
COLLEGE				
GRADUATE				
OTHER				

Professional Organizations:	
First-Aid Training? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Completed
CPR Training? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Completed

EMPLOYERS

(List all jobs and contracts held by you during the past five continuous years)

CURRENT EMPLOYER

Company Name	Telephone		
Address	City	State	ZIP Code
Position Held	From	To	Starting/Ending Salary
Reason for Leaving	Supervisor		

PREVIOUS EMPLOYER

Company Name	Telephone		
Address	City	State	ZIP Code
Position Held	From	To	Starting/Ending Salary
Reason for Leaving	Supervisor		

PREVIOUS EMPLOYER

Company Name	Telephone		
Address	City	State	ZIP Code
Position Held	From	To	Starting/Ending Salary
Reason for Leaving	Supervisor		

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Company Name		Telephone	
Address	City	State	ZIP Code
Position Held	From	To	Starting/Ending Salary
Reason for Leaving		Supervisor	

PREVIOUS EMPLOYER

Company Name		Telephone	
Address	City	State	ZIP Code
Position Held	From	To	Starting/Ending Salary
Reason for Leaving		Supervisor	

MILITARY STATUS

Have You Served in the U.S. Armed Services? <input type="checkbox"/> Yes <input type="checkbox"/> No	Branch	Start Date	End Date
Rank/Rate at Discharge	Type of Service	Type of Discharge	
Special Training/Experience Received in the U.S. Armed Services	Draft Status	Reserve Status	

CRIMINAL HISTORY

Have you ever been <i>convicted</i> of a criminal offense? Check One: <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you currently have any criminal actions pending in which you are the Defendant? (Not Applicable to California Applicants) Check One: <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently on probation or parole? Check One: <input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered "Yes" to any of the above questions, please explain the nature of the offense and provide the date of the offense and the county and state in which it occurred.

PERSONAL REFERENCES:

Name	Address	Phone	Occupation	Relationship
Name	Address	Phone	Occupation	Relationship
Name	Address	Phone	Occupation	Relationship

APPLICANT STATEMENT

(Read and Sign Below)

I certify that this employment application was completed by me and that all of the information on this application is true and correct to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts called for herein will result in my disqualification from further consideration or dismissal from employment if I am hired. I have reviewed the Authorization for Criminal Records Verification and Fingerprint Information and acknowledge that I understand the terms set forth therein. I understand that this employment application is not valid without my signature.

Print Name
Signature Date