

## **Program Manager**

### ***Role and Responsibilities:***

Provide therapeutic trauma intervention methods to a population of male youth ages from 12-18; Complete screening/intake. Conduct participant orientations to familiarize them with program expectations, conduct clothing inventory, and build rapport.

Assist with the retrieval of necessary documentation for participant enrollment into the program; Meet immediate needs of participant i.e. obtaining medical card etc.

Display and direct youth in developing life skills such as food preparation, employment search, money management (budgeting) and resume building.

Assist with homework assignments; Advocate for student at school; Ensure a line of sight always; Accompany youth while in the community and transport to events, school, and appointments; Assist with community links and resources.

Model a positive attitude, appropriate language/communication, and mature behaviors to Youth AT ALL TIMES.

Keep a daily log of progress notes and ensure that all notes are completed by end of shift.

Maintain clear access for communication between support systems; Facilitate community and recreational outings, including transport.

Add variations and supplemental information that will stimulate and expand the skills of the participants.

Implement Behavior Interventions

Dispense medication(s) to youth, logging each dose.

Attend all mandatory meetings and trainings.

Complete all mandatory trainings, in a timely manner.

### ***Qualifications and Education Requirements:***

Minimum of 2 years of experience in working with children who have experienced trauma, at-risk youth, and families.

Associate Degree in Human Service or related field required, Bachelor's Degree Preferred. Open to entry level social workers.

Knowledge of residential group care and the needs and dynamics of adolescents in group care.

Excellent interpersonal, written, and verbal communication skills. Computer Literate, ability to exhibit compassion and empathy. Pay close attention to detail, and can display conflict resolution skills, and crisis intervention adaptability.

Ability to observe participant behavior and participation, assess appropriateness of such, and enforce, program standards, safety regulations, and emergency procedures.

\*Current CPR/First-Aid Certification, Medication Management, Food Handler, Human Rights, Bloodborne Pathogens, Safe Crisis Management, Trauma-Informed Care, and additional training required.

Must have the ability to lift 50 pounds to waistline and be able to stoop, bend, and stand.

A valid license, proof of insurance and, a current copy of a BMV driving record is required.

Must pass a BCI&I and FBI Background Check. Must pass the National Sex Offender Search, the Ohio Alleged Perpetrator Search, and the Child Abuse and Neglect. Registry Search and drug screen.

\*Training is provided by FLY during orientation and ongoing throughout the duration of employment.

I certify that I have received and reviewed this job description concerning the position for which I have been hired.

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Employee Name (Printed)

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Employee Signature

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Date