



CAREER OPPORTUNITY

Title: Manager of Community Services, Northern Counties

Hours: Full Time Exempt, 37.5 hours/week,

Brief Description:

As a working manager, this position manages and oversees the daily administrative operations of the community services department of northern counties; provides direct counseling services, food insecurity and parenting supports. The program manager provides program development and supervision to ensure quality programming and expansion of services, meeting all licensing standards; works collaboratively with community organizations, completes department reporting, and supports program development; collaborates with other members of management team for mentoring and to coordinate agency services, reporting, and planning.

KEY RESPONSIBILITY AREA MAIN DUTIES (Not all inclusive)

Management and clinical oversight of counseling staff

Engages in management of staff to ensure administrative and clinical oversight; engages in supervision of staff; ensures adequate staff coverage and service billing within department productivity standard goal of 75% (billed for service/scheduled service); ensures staff completion of agency requirements including professional standards of practice, mandatory meetings, unit meeting, program support, promotion and marketing, funding sources, writing, documentation of organizational matters, applying for Medicaid and contract service panels, preparation of reports and accreditation, enhancement of EAP and training, payroll submission, and other agency employee requirements; engages in regular team meetings (QA); appropriately accesses and utilizes skills and knowledge of team members; expansion of parenting services, food source and counseling, promotes a culture of professional growth, development and learning.

Financial Resources Management, Development and Reporting

Responsible for assisting the Director in assuring that resources for the programs are available, and within budget guidelines: appropriately provides input for grant proposal submission and program reports to funders; appropriately delegates responsibility in this area and keeps Director informed of any deviation from the budget as well as factors impacting the budget; Oversees data collection necessary for reporting and provides timely data and outcome reporting.

Financial Planning and Budgeting

Oversees clinical productivity, hardship determinations, and communication with the medical biller as needed; Responsible for assisting the Director in preparation and monitoring of the program's financial planning and budgeting; appropriately provides input in the annual budgeting process and to each grant proposal prepared; operates all programs in a fiscally sound manner, within budget, and guidelines; resources distributed according to plans, budgets and grants allocated to fund the programs for the team.

Oversees Program Evaluation and Quality Improvement Processes

Provides monitoring of program clinical records and services and guidance to assigned staff and appropriately delegates responsibilities in this area; provides appropriate and timely reports to QI Coordinator; assures that procedures are in place for meeting requirements of oversight organizations and reporting bodies; participates in audits and site visits as required by funders and oversight bodies; assures that timely reports are submitted to the Director for meeting legal funding and accreditation requirements.

Develops strategic and annual plans and engages in program development

Engages in agency planning, direction, coordination to implement programs; provides leadership for facilitating and communicating strategic vision for the clinical service programs, and the agency when requested; submits annual strategic plan with staff input annually and prepares quarterly progress reports on final plan for the program areas; appropriately utilizes input from staff and Associate Therapists; programs planned, developed and delivered in relationship to identified need and service possibilities; appropriately delegates responsibilities in this area.

Oversees Agency and Community Collaboration involving program services

Participates in community education and planning activities to assess and improve community relationships, needs and services; maintains positive working relationships with community planning bodies; initiates contact with other providers, courts, and other organizations to inform agencies about CSSMV clinical services; provides therapeutic education in the community and the importance of early intervention; participates, if applicable, in groups that address the needs of special populations; maintains positive working relationships with community funders, planning bodies and collaborating agencies; participates in administrative team meetings and activities.

MINIMUM EDUCATION, KNOWLEDGE, AND EXPERIENCE:

- A minimum Bachelor's degree, Master's in Social Work preferred; with a minimum of 2 years' experience, which includes supervision and administration
- Preferred Licensed or eligible by the State of Ohio at an independent level
- Clinical experience
- Supervisory experience (staff and student interns)
- Knowledge of early childhood, child welfare, food insecurities and family issues
- Ability to collaborate with other therapists, service providers, and community service organizations for building referral base and other collaborative services
- Ability to plan and coordinate services
- Ability to develop assessment instruments and evaluate program services
- Demonstrated leadership ability and ability to participate as member of the management team
- Ability to effectively work with other organizations in the community
- Skills in public speaking and overall communications
- Writing and budgeting skills
- Ability to work with diverse populations
- Willingness to work flexible hours
- Valid Ohio Driver's license, access to dependable transportation
- Commitment to CSSMV's mission and goals
- Knowledge of Catholic teachings and/or ability to acquire and function within that framework

All interested candidates should send a resume with salary requirement to:

Human Resources

Catholic Social Services of the Miami Valley

922 W. Riverview Ave.

Dayton OH 45402

or e-mail to jobs@cssmv.org

or fax to (937) 222-6750