

Position Title: FAMILY PRESERVATION SERVICES PROGRAM DIRECTOR

Immediate Supervisor: EXECUTIVE DIRECTOR

Full-time: \$18-\$22/hr. DOE

Miles City, Montana

I. POSITION OVERVIEW:

Through referrals from the Department of Family Services, this position is responsible for supervision of the In-Home Services and Family Preservation Services program and for providing short-term services to identified families at risk because of abuse and neglect issues. This position also provides supervised visitation and transportation services, parenting skill training and modeling in a controlled environment to families who have had their children removed from their care or need supports so that their children can remain in the home.

II. DUTIES AND ESSENTIAL JOB FUNCTIONS:

- Structure service coordination with referring agencies to promote referrals and provide services.
- Maintain current and confidential case records and complete all required records and documentation for program evaluation in a timely manner.
- Assure contract compliance with required responsibilities.
- Promote and supervise development and completion of individual record files and computer files including forms/assessments, individual family service plans, home visit/service coordination reports, discharge summaries.
- Promote and/or supervise completion of DEAP and state accountability paperwork including quarterlies, monthly caseload forms, consumer/worker evaluations, annual reports, and monthly billing.
- Provide necessary information and direction to staff supervised, to promote optimal services, including identifying need for training and promoting opportunities for development of skills, providing information on pertinent workshops, seminars, etc.
- Hold regular staffing's with the program staff to review caseload status, problem solve, educate, and review service plan interventions, outcomes, etc.
- Coordinate orientation for staff, including ongoing training and areas for future training and evaluation plans.
- Conduct personnel performance appraisals.
- Assist in annual program evaluation including understanding and promoting DEAP's vision, mission statement and values. Assisting in developing the quality enhancement/strategic plan, and succession plan with staff.
- Review policy and procedure as appropriate to assure compliance and recommend change.

- Schedule and completes intake interviews with referring agency and develop Family Service Plan with the family.
- Participates in multidisciplinary team meetings, staffings, committee work, and related activities.
- Provides concrete services and transportation for identified family need using a DEAP vehicle.
- Provides feedback to the Department of Family Services regarding the family's progress toward the stated treatment goals.
- Provides visitation services in various locales as approved by the social worker and family, and documents the frequency, duration, and specific observations of supervised visits. Provides parent training and mentoring while supervising the visit.
- Attends Family Engagement meetings as requested by the family or Child and Family Services Worker.

III. POSITION REQUIREMENTS:

- A Master's or Bachelor's degree in human services or education areas preferred but experience will be considered.
- Experience in supervision of staff
- Knowledge and understanding of ICWA
- Experience working with families and children and maintaining a caseload
- Knowledge of crisis intervention and de-escalation techniques
- Knowledge of cognitive/behavioral counseling techniques, or possess the skills necessary to learn and use cognitive/behavioral interventions
- Ability to relate to and develop trusting relationships with families.
- Strong communication skills
- Ability to prepare and keep accurate routine records and reports
- Ability to successfully utilize structured interviewing skills, Ability to facilitate a team process and to function as a team member.
- Ability to relate to people in a crisis situation and to make quick and independent decisions
- Must have a clean valid Montana driver's license and the ability to drive DEAP's vehicles
- Travel to other communities in DEAP's service area is possible

IV. OTHER JOB FUNCTIONS AND RESPONSIBILITIES

- Must be flexible in assuring direct contacts with families while providing adequate programmatic supervision.
- Participate in interview process for in-home staff positions as needed
- Attend board meetings, program coordinator meetings, staff meetings, strategic planning meetings and/or other meetings as applicable and participate in presentation of informational, evaluative, and accountability reports.
- Perform other duties as assigned.

V. BEHAVIOR/CONDUCT:

- Friendly and professional in appearance and mannerism.
- Demonstrates initiative to act without being asked; shows respect for cultural differences; conducts self with integrity and demonstrates ethical behavior at all times; maintains appropriate confidentiality; demonstrates support for DEAP's mission and values.

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