

Residential Services- Program Manager

RESPONSIBILITIES:

- Ensures all recreational activities for the group are planned and executed by the Supervisor
- Jointly oversees and works in collaboration with the Supervisor, Case manager and Therapist to formulate treatment planning and Trauma Informed Care strategies for managing residents.
- Monitors the implementation of each resident's individual treatment plan and participates in all staff conferences regarding resident progress in the program, evaluation of treatment goals and future planning
- Attends psychiatric conferences
- Represents the residential team at FST meetings
- Reviews all incident reports and treatment plans
- Co-leads group therapy sessions for their unit at least 2x weekly with the therapist
- Interview and recommend hiring for all potential applicants as well as scheduling orientation for all new employees
- Supervise and evaluate residential technicians including delegating an overseeing work assignments.
- Ensuring that service delivery is performed according to the organization's mission, policies and procedures, and service philosophy; providing case consultation and in-service training, as appropriate; identifying unmet training needs and ensuring case reviews are conducted at least quarterly.
- Acts as the liaison between Supervisors and The Program Director and reports resident care and supervision of employees
- Meets weekly with teams to discuss all issues relevant to the cottage, staff, and residents
- Responsible for monitoring resident daily logs, medical charts, cottage allowances, monthly energy usage, housekeeping, and resident clothing allowances
- Attends management meetings as scheduled
- Responsible for implementing licensing and accreditation standards in their cottage
- Supervises and presents all disciplinary action for their staff with the Supervisor
- Ensures all staff complete resident tracking in timely manner
- Conveys pertinent information regarding residents and staff to the Program Director
- Develops safety plans and implements corrective action plan to address issues
- Monitors monthly schedule and advises the Program Director of absences

- Participates in regular supervision and consultation
- Hires and trains staff in an efficient and effective manner so that they are Trauma Informed and can apply techniques.
- Participates in all internal investigations regarding staff and/or residents
- Ensures all staff have required training and track training requirements
- Help the organization meet its quality improvement, evaluation, and reporting requirements by contributing to developing outcomes, participating in data collection, interpreting data and applying it to improve practices and outcomes
- Performs all duties as assigned by the Program Director
- Participates in coaching, teaching, and mentoring of all staff
- Implements with the Supervisors a plan for self-care that aligns with Trauma Informed Care
- Maintain and submits weekly ratio sheets
- Helps maintain building upkeep, housekeeping, and maintenance
- Assists with planning and or coverage and staffing Issues
- Will ensure that vacation, sick, ring errors, holiday pay and missed punches are updated in a timely manner
- Help assist with the delegation of responsibilities that include scheduling, cottage allowances, outings and coverage

SKILLS/QUALIFICATIONS:

- Bachelor's Degree in Social Work or related field
- 5 years of supervisory experience in residential treatment program
- Strong leadership skills
- Requires sensitivity to cultural diversity of clients and employees
- Be team oriented and able to work independently

CONTACT

To apply, please submit your resume to Cathy Hebert at chebert@gsstl.org.