

Jewish Renaissance Foundation

Job Description

<u>Title:</u>	Program Director/LCSW
<u>Department:</u>	SBYSP
<u>Location:</u>	MAIN - Perth Amboy High School – 300 Eagle Ave., Perth Amboy, NJ 08861
<u>Reports to:</u>	Director of Educational Services
<u>Salary Range:</u>	\$55,000-\$60,000/Annually
<u>Shift/Hours/Days:</u>	Monday-Friday 8am - 4pm and some weekend and evening hours for meetings and events

Who We Are:

Established in 1996, the Jewish Renaissance Foundation (JRF) is a nonprofit organization that currently serves more than 6,000 people in Middlesex County each year providing support services in the areas of Community Development, and Training, Youth and Family Services, Employment Training, Education and Childcare, and Healthcare Services.

If you are seeking a position within an organization whose vision is to overcome poverty and hopelessness by providing individuals, children and families, with essential health, human services, community development and youth programs regardless of culture, faith, and economic status then consider a position with the Jewish Renaissance Foundation.

Job Summary:

The Mission of School Based Youth Services Program (SBYSP) is to provide youth with services that are holistic, promotive, and protective of healthy adolescent development and well-being. With a focus on relentlessly advancing healthy adolescent development and well-being, our **Vision** to create a supportive community where youth are part of a service network that provides them with safety, concrete support in times of need, and opportunities to practice skills of self-determination.

The Program Director will serve as the program's full-time supervisor responsible for day to day activities, and ensuring administrative functions are performed at the site. This individual is also responsible for developing comprehensive social service programs that meet the needs of the students and meet the requirements of the program. Including, but not limited to the following core program components: mental health counseling, employment counseling, substance abuse counseling, preventative health, learning support, pregnancy prevention, recreation/enrichment, violence prevention, peer mediation, bullying prevention and referral services; guided by the following core principles:

- Youth-guided services
- Culturally and linguistically competent
- Trauma-informed services
- Strength-based approach to service delivery
- Data-driven decision making
- Proactive problem-solving approach

Responsibilities:

- Oversee daily function of SBYSP at the PAHS main campus and additional servicing campuses
- Responsible for meeting and evaluating goals and objectives of SBYSP
- Adhere to local, state and private funding requirements in a timely manner (*including quarterly and fiscal reports, MOU's, and developing contracts*)

- Collaborate community partners, district teaching staff, guidance, and Child Study Team Staff, to achieve program goals through appropriate signed releases, under monitoring of DCF- Office of School Linked Services
- Facilitate referrals to community agencies, as needed
- Provide assessments, as well as individual and group support services to PAHS students and their families, including academic support, mentoring, post-high school planning support, case management services and information and referral services
- Supervise staff in the development of counseling goals that facilitate optimal treatment outcomes for each assigned case
- Complete group observations to support staff and complete the Staff Reflection Tool
- Monitor compliance with all appropriate permissions for counseling/limits of confidentiality and releases of information for assigned cases
- Chart and manage all client contact and case management on designated SBYSP forms
- Supervise and assist with conflict resolutions and mediations along with the staff and ensure the accurate completion of the peer mediation and conflict resolution forms
- Audit records in compliance with agency and state requirements
- Participate in recreational activities and educational workshops as a chaperone and/or facilitator
- Adhere to ethical standards as per agency, state, and federal mandates
- Act to align program goals with the strategic direction and needs of the agency, and ensure staff understands how their work relates in complying and achieving regulations and performance standards.
- Make recommendations and action plans for yearly SBYSP program focus and budget
- Pursue and execute funding proposals
- Interview, select and supervise all program staff
- Responsible for maintaining the online time management system up-to-date and accurate, for all program staff.
- Responsible for the completion of annual performance appraisals of reporting staff.
- Attend all meetings as required by the state and agency
- Perform other responsibilities as determined by the leadership team

Qualifications:

- Clinical Social Worker license required (LCSW) required; attaining in near future will be considered
- Master's degree in Social Work, Psychology, and/or a similar field
- At least two (2) years' experience in social service, preferably in work related with family and youth development and/or case management; school-based; nonprofit; or in child protective services
- At least two (2) years supervisory experience and a history of working in collaboration with youth and community
- Bicultural and bilingual in English/Spanish preferred
- Must be compassionate and have good facilitation and communication skills
- Able to work effectively with colleagues throughout the organization and build professional relationships with administrative school staff.
- Well organized and able to respond quickly and effectively to untoward and emergency circumstances.
- Understands and uses the basic functions of Microsoft Office (Outlook, Word, Excel, PowerPoint) and internet applications to effectively access resources and complete required tasks.
- Able to work effectively under pressure with multiple priorities and deadlines.
- Ability to train staff to reach a level of knowledge considered intermediate to experienced.
- Must be able to maintain a high level of confidentiality.
- Must be culturally sensitive.
- Able to occasionally travel outside New Jersey