



## Christian City Position Description

Christian City is celebrating its 60<sup>th</sup> year of providing Life-changing Hope, through Faith, Community and Care to children and senior adults. It is an organization that enjoys a rich tradition while continuing to evolve and effectively meet the needs of children and senior adults on an idyllic 500-acre campus just south of downtown Atlanta. Children who are victims of abuse, crime and poverty are provided the foundation they need in a safe and loving home environment on campus or by placement in a foster or adoptive home. Runaway and homeless youth are rescued through the “Safe Place” program and are also nurtured and supported in a residential environment. We serve our senior adults with a full continuum of residential and support services, including nursing home and hospice care.

**Position Title:** Residential Program Manager

**Department:** Children & Family Division

**FLSA Status:** Exempt

**Reports to:** Executive Director- Children & Family Programs (C&F)

**Salary Grade:** 60,000 annually

### Position Description:

Relationships and Collaborations to be maintained: DFCS, OPM, RCCL, CARF, Together Georgia, foster and adoptive parents, GNG, community partnerships

### General scope of responsibilities:

#### Client -Centered Activities:

- Provide oversight to Safe Place case managers, coordinator, and residential staff
- Advocate for youth
- Partner with youth’s legal guardians and DFCS to develop permanency goal
- Familiarize new residents upon entry in the program and complete documents required for placement and ongoing reporting to partnered agencies and funders.
- Weekly meetings with house staff
- Responsible for ensuring staff trainings are completed on time
- Responsible for HMIS oversight
- Must have a written plan for each youth which includes at least bi-monthly face- to-face sessions with youth. The plan must be incorporated into in the Independence and

#### Supervision plan

- Must have a flexible schedule- will need to work one late night each week and attend some
- Create and update a safety and crisis management plan for each youth to include a minimum of the following: Safety, Permanency, and overall well-being.
- Will carry a case load in the absence of a case manager
- Will cover shifts in the absence of residential staff
- Will maintain the on-call schedule and will be required to respond to afterhours support calls
- Provide light touch case management services to aftercare youth.
- Other duties as assigned

#### Administration Activities:

- Maintain excellent client files

- Review weekly reports and approve in database
- Complete monthly outcomes and youth progress reports
- Provide feedback and support social work interns
- Complete call backs and screenings for prospective residents
- Participate in quarterly peer review audits of resident files

#### **Documentation:**

- Thoroughly complete all forms associated with intake and discharges including paperwork for the youth's file, admission/discharge log etc.
- Develop and update all Individualized Service and Skills Plans according to agency and regulatory requirements
- Create and complete Crisis Management and Safety Plans for each youth
- Completion of monthly DFCS paperwork- RBWO Summaries, ILP

#### **Intra-Inter Agency Relations:**

- Participate actively and constructively as a member of the CV staff, especially in all-agency, Children's Village and Safe Place meetings, and in problem-solving between staff members.
- Meet weekly with caseworkers for assigned youth to discuss issues and progress.
- Work collaboratively with all casework staff and coordinators to ensure that youth's needs are met and to enable them to make progress toward their goals.
- Always represent C&F in a professional and positive manner.

#### **Supervision Given/Received:**

- Participate actively in individual supervision with the Children & Family Executive Director.
- Directly supervise, or delegate supervision of all program volunteers, interns, and residential staff including initial and ongoing training, providing support and resource information as needed.
- Other Duties as Assigned

#### **Education and/or Experience**

- **4-year degree in a Human Service-Related Field- Master's degree**
- **Experience working with adolescents or young adults.**
- **Experience in managing a residential program or emergency shelter**
- **Knowledgeable in trauma informed practice**
- **TBRI trained- plus but not required at time of hire**
- **Trained in conflict resolution or mediation**

#### **General Qualifications:**

- Sufficient level of maturity and personal stability to be capable of handling crisis situations effectively.
- Good communication skills, both verbal and written.
- Flexibility, reliability, stability, and consistency in job performance.
- Willingness to maintain a flexible schedule.
- Meet all licensing requirements: TB test, DHS clearance, background check, etc.
- Valid Georgia Driver's license, excellent driving record and access to personal vehicle.
- Serve as point of contact with all prospective inquiries alongside the Intake Coordinator.
- Attend C&F Program event and activities as requested
- All other duties as assigned by supervisor

#### **Physical Demands & Requirements:**

Regularly required to talk and hear; stand, walk, sit, use hand to finger, handle or feel objects, tools or controls and reach with hands and arms. Employee must be able to frequently lift or move up to 20 lbs.