



**Job Title:** Program Director

**Program:** Flathead Youth Home

**Reports to:** Executive Director

**Effective Date:**

**Job Summary:** Provides overall leadership of the Shelter Home in accordance with Youth Homes' Mission and Core Values. In addition, the Program Director represents the Shelter in the community, ensuring a positive image for the program and organization as a whole. The Program Director will also provide direct services as required to help youth achieve positive social, behavioral, intellectual, emotional, physical, and spiritual/cultural development.

**Supervisory Responsibilities:**

- Directly oversees and supervises direct care staff.
- Initiates recruits, interviews, hires, and trains new staff.
- Oversees the daily operation of the shelter.
- Assure quality staff orientation and ongoing training in accordance with licensing requirements.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with organization policy.
- Strong supervisory and leadership skills.
- Performs other related duties as assigned.

**Duties/Responsibilities:**

**Program Administration:**

- Implement and maintain operational policies, procedures, and practices to ensure safety of staff and residents and achieve program goals and objectives.
- Participate in the development of the program budget and provide financial management of program.
- Integrate Youth Homes' treatment philosophy and values into program design and operation.
- Produce and maintain records, data, and service information as necessary to comply with program requirements, billing and confidentiality standards.
- Oversee all program functions and staff to ensure smooth and continual operations and care for Youth Homes' facility, equipment, vehicles and other organizational assets.
- Coordinate with Administrative Office to ensure adherence to organizational expectations and to secure necessary support related to human resources, financial management, training, and general guidance on issues affecting the program.

**Coordination and Provision of Services:**

- Coordinate referrals and placements to program.
- Provide and/or coordinate Targeted Case Management to include;
  - Comprehensive assessment and periodic reassessment to determine the need for any medical, educational, social, or other services.
  - Development and periodic revision of Care Plans.
  - Coordinating referrals and related activities as determined in Care Plans.
  - Monitoring and follow-up activities to ensure care plan is effectively implemented, meeting youth, and family's needs.
- Facilitate and oversee therapeutic or other supportive services provided to youth in the shelter.
- Maintenance of accurate and current documentation required for clinical, billing, and data collection.

**Community Outreach and Program Representation:**

- Develop and maintain positive working relationships with community stakeholders, referring agencies, and other organizations providing supportive or additional services to youth in the program.
- Positively and actively, represent the program and/or organization in the community.

**Required Skills/Abilities:**

- Ability to operate within the philosophical and administrative guidelines of Youth Homes.
- Working knowledge of evidence-based treatment and intervention strategies.
- Working knowledge of community resources and agencies serving children and families.
- Demonstrated ability to effectively engage and work with youth and adults.
- Ability to work collaboratively in a team setting.
- Ability to respond and address urgent situations.
- Ability to maintain appropriate professional boundaries and project professionalism and competence.
- Working knowledge of health care administration and clinical record practices, quality improvement programs, and HIPAA practices and policies.
- A high level of interpersonal skills necessary to listen and communicate effectively with all levels of staff, other professionals, and the general public.
- Ability to handle sensitive issues, gather, and exchange confidential information while adhering to privacy and confidentiality policies and procedures.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.

**Education and Experience:**

- Bachelor's Degree in Social Work, Counseling, or other related field as required by licensing requirements.
- A minimum of 3 years' experience providing direct care to youth and families.
- Experience with provision of services in a residential setting preferred.
- A valid Montana Driver's License.

**Physical Requirements:**

- Ability to lift 50 lbs. as needed.
- Ability to climb stairs as needed.

**Employee Classification, Compensation and Benefits:**

- This position is a Full-time, Exempt position.
- Compensation is based on range establish in the Youth Homes Salary Schedule.
- Youth Homes provides a generous benefit package inclusive of:
  - Annual Leave, Exceptional Leave, Educational Leave
  - Health, Dental, Vision, Long-term Disability and Life insurance.
  - Health Savings Account and 401(k) options with agency match.

**Employee Signature:****Date:**