



Director of In-Home Behavioral Programs

Job Category: Program Administration

Job Status: Full-time

Reports To: Chief Executive Officer

Summary: The Director of In-Home Behavioral Programs provides the leadership and management necessary to ensure program quality and efficiency for the in-home behavioral programs including Behavioral Interventionist and Personal Behavioral Assistant programs.

Responsibilities: Primary responsibilities include but are not limited to:

Leadership and Management

- Provide effective and inspiring leadership and stewardship of FosterAdopt Connect by being actively involved in the programs as listed above.
- Responsible for the measurement and effectiveness of the programs, both internal and external.
- Implement and lead a continuous quality improvement process throughout the program and service areas in his/her purview, focusing on systems/process improvement and personnel growth.
- Oversee daily operations and makes adjustments as necessary from interactions and feedback from the agency's HR and PQI continual processes.
- Oversight and supervision of the above programs resulting in high quality of service delivery to meet the specified outcomes in each program.
- Ensure the specific requirements of each program is consistently used.
- Update Standard Operations Procedure manuals in a timely manner as program adjustment and improvements are made.
- Oversee billing procedures and payroll for the Behavioral Interventionist and Personal Behavioral Assistant programs.
- Review client files quarterly for ongoing quality assurance measures.
- Keep updated on all current referrals to all programs; complete community outreach as needed to educate community partners on the availability of FosterAdopt Connect programs.
- Coordinate, in collaboration with the training department, the required trainings needed for staff to attend.

Financial Management

- Work in collaboration with the grants department for grant completion and submission.
- Manage effectively within approved budget, and report accurately on progress made and challenges encountered to COO and CFO.
- Assist with grant planning and execution as required.

Administrative

- Complete all month end and year-end statistics as required or needed.
- Interview, hire, and train employees as needed.
- Conduct weekly case consultation.
- Assess and administer annual employee appraisals.
- Conduct individual supervisory meetings at least monthly with the goal of on-going evaluation of work product.
- Maintain contact with other agencies such as Children's Division and contract case management agencies.
- Attend trainings and meetings with other agencies.
- Maintain all required licenses and accreditations.
- Review contracts.
- Participate in the on-call system.

Qualifications

- Bachelor's Degree and/or five (5) years of experience working in non-profit social service agencies) in social work, psychology, public administration, or a related human services field with at least three (3) years of management experience.
- Core understanding of child welfare practice and policy.
- Experience creating and driving the analytic framework for planning and managing organizational change in a fast growing organization.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- Core understanding of program development, implementation and evaluation.
- Strategic thinker.
- Outstanding organizational and planning skills.
- Solid commitment to the principles of support and advocacy for foster and adoptive families.
- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team. Demonstrated leadership skills.
- Strong verbal communication skills and demonstrated ability to write clearly and persuasively.
- Demonstrated leadership ability, team management, and interpersonal skills. Must have ability to quickly establish rapport and build trust.
- Flexible and a self-starter; able to multi-task while also being highly detail-oriented while meeting all deadlines.
- Work as a necessary part of a team effort with colleagues of all demographics.
- Model ethical and professional behavior at all times.
- Participate in ongoing meetings/professional memberships and trainings as required by the President/CEO and COO.
- Experience working with marginalized communities with a nuanced understanding of systemic oppressions.
- Flexibility and adaptability, able to shift styles to fit the needs of a wide range of cultures, people, and organizations.

Compensation and Benefits

- Full-time, exempt position
- Salary commensurate with experience.
- Health, dental, vision, short and long-term disability, and life coverage options provided
- We pay 100% of long-term disability and life insurance premiums and 50% of health insurance costs. Additionally, we offer a match for a 403(b) retirement plan. We also provide access to dental insurance and short-term disability for purchase.

FosterAdopt Connect does not and shall not discriminate on the basis of race, color, religion, gender identity, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its programs or services. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and members.