

YOUTH DYNAMICS, INC.
JOB DESCRIPTION

Job Title: Day Treatment Program Manager	FLSA Status: Exempt
Supervisor: Therapeutic Group Care Supervisor	
General Information: The Day Treatment Program Manager provides operational oversight for activities, program and staff. The Manager is also responsible for assuring efficient and effective procedures for coordination of the program with other YDI services. Because an employee in this position is located in a work environment associated with unstable youth, the work may involve an element of personal danger.	
Minimum Qualifications	Licensed Professional Counselor or Licensed Clinical Social Worker with at least two (2) years of progressively responsible supervisory and program management experience in a social service agency, group home, residential care facility, or day treatment facility as well as at least three (3) years experience in direct services with troubled/disturbed clients. Must be skilled in therapeutic interventions and coordinating treatment with other professionals in the community. Must demonstrate the ability to communicate effectively orally and in writing
Required Knowledge, Skills And Abilities	<ul style="list-style-type: none"> • Thorough knowledge of the organization, policies and procedures, structure and operations. • Ability to communicate well with others both orally and in writing, using both technical and non-technical language. • Ability to establish and maintain effective working relationships. • Ability to prepare accurate and reliable reports. • Ability to operate a personal computer using standard word processing, spreadsheet and database applications appropriate to assigned duties. • Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions. • Ability to perform a wide variety of tasks with accuracy and speed under the pressure of time sensitive deadlines. • Ability to be flexible and adapt to organizational changes and needs. • Ability to work independently. • Ability to collaborate and to work as part of a team. • Ability to lead group/team processes. • Ability to travel. Possession of a valid drivers license and minimal insurance required by law. • MANDT training (provided by YDI).
Essential Physical Abilities	<ul style="list-style-type: none"> • Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with youth, others involved in the treatment and counseling of youth, Counselors, and other personnel. • Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written reports and other materials in both hardcopy and electronic form and to carefully observe the behavior and activities of youth. • Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and transport case files, supplies and other items. • Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to move from one area of the STAR facility to another and to manage youth when they become physically aggressive, and ability to operate a motor vehicle.
Principle Responsibilities	<p><u>Organization Management</u></p> <ul style="list-style-type: none"> ▪ Responsible for the support, direction, management and supervision of all program services and staff (i.e. Teachers, Counselors, Interns, Aides, Secretary and others). ▪ Thorough knowledge of the management and supervision of youth care agencies and day treatment facilities. ▪ Ability to communicate well with others, both orally and in writing, using both technical and non-technical language. ▪ Ability to train, assign, supervise and evaluate the work of others. ▪ Ability to prepare accurate and reliable reports containing findings, conclusions, recommendation and justifications. ▪ Be available to answer questions and support staff. ▪ Assure consistency with the implementation of Youth Dynamics, Inc. policies and procedures. ▪ Assure the implementation of Youth Dynamics, Inc. goals and mission statement. ▪ Assure good communication and good relationships with all agencies and personnel involved with Youth Dynamics, Inc. ▪ Responsible for carrying out or delegating program outreach duties. ▪ Conduct regular program staff meetings.

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- Responsible for the operational functions, delegating duties where appropriate.
- Responsible for following through on any necessary procedures for licensing and for any accreditation as required.
- Monitor and adjust staffing patterns as needed in conjunction with Human Resources Director.
- Assure staff complete required paperwork in an accurate and timely manner.
- Support and back up staff as needed.
- Manage, approve, and arrange coverage for program staff vacation and sick time.
- Clear understanding and assurance that mandated protocols (e.g.: State Licensing, Medicaid, etc.) be followed.
- Responsible for all other aspects of management as deemed appropriate by the Supervisor.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Be available on an on-call rotation to cover weekends and weekday nights and coordinate the on-call schedule
- Other duties as assigned by Supervisor.

Program Development

- Evaluate current program components and implement new components or programs in cooperation with the Executive Director and Supervisor.
- Be aware of community needs that might be addressed by Youth Dynamics, Inc. and work with the Executive Director, Management Team in considering program expansion.
- Work closely with community-based advocacy groups in conjunction with Supervisor to promote and/or advise the necessity for services.
- Promote YDI programs by participating in community events, making presentations as needed.
- Responsible for the implementation of operational plans for continued growth of the agency.
- Answer questions and provide information pertaining to the program.

Fiscal Management

- Prepare and submit yearly budgeting needs for the program to the Supervisor.
- Work closely with the Supervisor providing accurate, timely information for fiscal management.
- Assure that funding, communication and planning is carried out with careful coordination with the Supervisor to appropriately meet children, family and community needs.
- Provide leadership in fundraising efforts for program.

Staff Selection, Supervision and Training

- Collaborate in the recruitment, screening, hiring, and training of qualified staff with the Supervisor and Human Resource Director.
- Provide regular supervision for all program staff. This supervision will cover all service and organizational responsibilities relating to the program, youth, and families.
- Complete personnel evaluations as per Youth Dynamics, Inc. Policy's and Procedure.
- Coordinate oversight of clinical/care functions.
- Assure staff receives mandatory training.
- Assure the provision of training to meet the identified needs of program staff.

Quality Improvement

- Support and assist the Supervisor in implementing and maintaining an active quality assessment and improvement program.
- Review documentation, attends meetings, etc. to assess the quality and effectiveness of the program.
- Complete required paperwork in an accurate and timely manner.
- Assure accurate, measurable, result-based treatment plans/care plans and discharge plans are pursued.

Public Relations and Fund Raising

- Participate in public relations and fund raising efforts in cooperation with the Management Team and staff.

Services to Youth

- Thorough knowledge of the principles and practices of providing and supervising youth counseling, crisis intervention and youth behavior modification services.
- Thorough knowledge of child and adolescent development.
- Skill in intake interviewing, counseling and assessment.

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	<ul style="list-style-type: none">▪ Skill in identifying and evaluating youth emotional needs. <p><u>Organizational Responsibilities</u></p> <ul style="list-style-type: none">• Responsible for safely operating personal/lease vehicles during the transport of clients, travel to other Regions, and any business related travel as assigned by your Supervisor.• Maintain awareness of work environment and perform duties in a safe and responsible manner.• Maintain tact, diplomacy and professionalism at all times.• Complete required paperwork in an accurate and timely manner.
Minimum Expectations	<ul style="list-style-type: none">•