



CHAFFEE COUNTY POSITION DESCRIPTION

POSITION TITLE: Program Manager for Family & Youth Initiatives for Chaffee County Human Services

FAMILY: Professional/Technical/Management

DEPARTMENT: Chaffee County Human Services

DIVISION: Children, Youth, Family, and Adult Services

FLSA STATUS: Exempt

APPROVED:

DATE:

SUMMARY OF POSITION:

Plans and directs a broad range of programs for youth and families, that promote protection, safety, education, health and self-sufficiency. This position also directs staff in implementation, and operation of these programs.

ESSENTIAL FUNCTIONS:

(The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Chaffee County reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents)

- Supervises professional and supervisory staff to ensure efficient and effective day-to-day operations of the division's planning and problem solving. Oversees staff scheduling and organizes the work to assure coverage and efficiency.
- Make sure that all grant requirements are met for each granter. All paperwork that is required from the programing staff is completed for the grant manager so she can turn it in timely.
- Performs the following personnel actions: Assigns specific tasks to immediate subordinates, issues written and verbal instructions to staff on program issues, meets with workers individually or in groups to explain rules, policies, and laws. Works with staff on case reviews, and actions taken. Counsels on effective resolution of problems, and create work situations which allow for professional growth. Ensures training is adequately performed. Conducts performance evaluations.

- Staff Evaluations: The manager completes an evaluation with staff every year or as directed by the County. If the manager feels someone needs a creative action she will bring it to her supervisor prior to the evaluation being completed and such work will be done in concert with the Supervisor and the Director.
- Monitors expenditures against budgets: The FYI budget runs July 1st – June 30th while the Social Services budget runs January 1st – December 31st. The budget should be solidified and given to all staff to track through Google documents as well as worked on with the Grant Manager and bookkeepers in January - June so they can set it up in their financial system. Staff shall track materials, marketing, supplies, mileage, omni fee, database management and training through google docs. The bookkeepers track Manager and Coordinator salaries, rent, copying, phone, postage, office supplies, and administration through google and compare it/ make adjustments through monthly meetings with the Grant Manager.
- Time sheets: All staff fill out time sheets which is in County prescribed system. The manager tracks staff leave time, vacation, sick and other requests for leave. The manager also watches the staff comp time and keep it to a minimum and address any problems that may come up with comp time.
- Coordinate with grant manager to make sure she has what she needs from program staff to complete all grant requirements and for new grants we are applying for. Send any correspondence from funders for any reporting or questions.
- MOU's should be developed/ updated annually between entities with which there are collaborative partnerships
- FYI Newsletter: . The manager provides guidance of what should be in the newsletter and that it get published quarterly
- Help coordinate and support annual fundraiser as needed each year.

Database Management:

The manager will make sure all staff is using the database and entering in all client information and attendance. Update at least quarterly with new classes, activities, etc or more often if the funder requests that.

OTHER RESPONSIBILITIES:

- Performs other job-related duties as assigned.

EDUCATION, TRAINING AND EXPERIENCE LEVEL:

- Master's Degree in Social Work or emphasis in social, behavioral, and management disciplines and five (5) years of related experience.
- Minimum education is a Bachelor's degree in a Human Services field and combination of training and experience which provides the knowledge, skills and abilities required for the job, as set forth by CDHS, Vol VII.

LICENSES AND CERTIFICATIONS:

- Valid Colorado Driver's License in order to operate a County vehicle. Must be able to operate a motor vehicle

TECHNICAL SKILLS:

- Thorough knowledge of program, fiscal, personnel and risk management techniques. Knowledge and ability to perform management techniques.
- Extensive knowledge of all aspects of Family & Youth Initiatives and "prevention"/ health promotion programs (www.chaffeeountyfyi.org).
- General knowledge and understanding of all Department programs eligibility and administrative requirements.
- High-level skill in strength-based, solution-focused problem resolution; ability to instruct and teach program area; ability to manage professional staff.
- Skill in interpreting rules, regulations, laws and procedures.
- Ability to deal with stress and support others in how to deal with stress for them.
- Knowledge of related systems, including but not limited to: provider and family systems, court systems; State, Federal, and Local government systems; educational systems; and primary/behavioral health systems.
- Knowledge of community resources and how to access them.
- Skills in dealing with hostile, angry and dysfunctional clients.
- Ability to be organized, meet deadlines and complete work.
- High level of communications skills – both written and oral.
- Ability to be non-judgmental, empathetic, and assertive, yet not aggressive.
- Ability to develop and maintain effective and cooperative working relationships with co-workers, clients, other agencies, and the community as a whole.
- Desire to work with children and their families in the worst of situations while maintaining the ability to support their dignity as a family group.
- Proficiency with computer functions including, but not limited to Windows Operating System, Word, Excel, Outlook, Trails, CBMS, etc.

WORKING ENVIRONMENT AND PHYSICAL EFFORT:

- Work is generally confined to a standard office environment unless community interaction is required. Noise level is generally moderate. Employee may be exposed to disease of known or unknown origin, blood-borne pathogens, body fluids and tissue, the threat of direct or indirect violence/conflict by other individuals, and other unanticipated circumstances associated with this position.

ORGANIZATIONAL RELATIONSHIPS:

Works under the supervision of Family Services Supervisor. Manages Family & Youth Initiatives which is a prevention/ health promotion division that includes mentoring, parenting and teen programs.

COMMUNICATIONS:

Contacts are with the staff in the divisions to give guidance and supervision, training and direction. Differences between workers and other workers, or workers and children, youth, families, and individuals must be negotiated and resolved. Must be in contact with various community resources and agencies in order to provide coordination in the provision of services through the exchange of information and problem solving. Participates in supervisory contacts with supervisor. Must be proficient in multi-modal communications, including verbal, written, and e-mail.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

Mobility:

Stands 20% of the time, walks 20% of the time, and sits 60% of the time.

Ascends or descends ladders, stairs, scaffolding, ramps, poles, and the like using feet and legs or hands and arms.

Reaches, extending hand(s) in any direction.

Lifting:

Exerts 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects.

Dexterity:

Handles, seizes, holds, grasps, turns, or otherwise works with hand or hands

Fingers, picks up, pinches, or otherwise works primarily with fingers rather than with the whole hand or arm

Vision:

The vision requirements for this position are as follows:

Close vision (clear at 20 inches or less)

Distance Vision (clear at 20 feet or more)

Color Vision (ability to identify and distinguish colors)

Peripheral vision (ability to observe an area than can be seen up and down or to the left or right while eyes are at a given point)

Depth of perception (three-dimensional vision, ability to judge distances and spatial relationships)

Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

Communications: Individual must be able to clearly understand the English language and be understood while speaking the English language. Multilingual skills and Spanish are an asset.

Driving: A clean driving record and ability to operate a motor vehicle IS required and necessary.

Employee/ Client Records: Employee positions as well as programs are partially or fully funded by grants. Employees understand and agree to “audits” by grantors which include reviewing employee’s personnel files including results of background checks and other personal information as well as audits of case files and programs.

Outside Employment: Pursuant to the Chaffee County Personnel Handbook, County employment shall be the principal vocation of all full time County Employees. Employees seeking employment outside of Chaffee County Department of Health and Human Services must gain approval both from their immediate supervisor prior to outside employment. Outside employment may not conflict with employment at Chaffee County Department of Health and Human Services.

Arrests: If employee is arrested for any offense, employee must report offense to immediate supervisor, and present a copy of the arrest record BEFORE returning to work. The Supervisor(s) will confer with Chaffee County Health and Human Services Director and make a fitness determination for continued employment.

Please send County application, cover letter and resume to Monica Haskell at monica.haskell@state.co.us, 719-530-2511 or fax 719-539-6430 open until filled EOE