UNIVERSITY of HOUSTON
GRADUATE COLLEGE of SOCIAL WORK

Date Posted: 05/14/2014

Job Title	Program Director of Foster Care Services
Employer/ Agency	SAFE HAVEN COMMUNITY SERVICES
Job Description	The Program Director (PD) is responsible for all operational aspects of the foster care programs including the health, well-being, and safety for children and families. The PD ensures services meet State licensing standards and contract obligations, Level of Service and SHCS policies and procedures. The PD is also, responsible for assessing children to determine an appropriate match with foster families; establishing and building positive relationships with foster care providers and the DFPS Child Placement Unit (CPU). Summary of Essential Duties & Responsibilities: Child/Family Matching: Responsible for receive and respond with a sense of urgency to all placement calls from the CPU including emails and phone calls concerning prospective foster children needing placement; be on call for placements after 5:00 p.m. and as needed; promote the SHCS foster care program to CPU, and other agencies within the community; perform intake/eligibility and assessments to determine matches between children and foster care providers; develop strong, positive relationships with SHCS foster care providers and maintain open communication to ensure the children being presented are appropriate for the placement. Update DFPS placement database with SHCS placement availability on a daily basis. Child Placement: Schedule and arrange all pre-placement visits for non-emergency placements and request documentation needed prior to placement. Responsible for obtaining all necessary documents for placements, and ensure notification of placement is given to the appropriate Director of Clinical Services if a child is receiving treatment services. Arrange and coordinate the dates and times of placements and ensuring all necessary parties are informed and present. Complete all Emergency and Admission, Preliminary Treatment Plans, initiate Early Childhood Intervention, daycare services, and school notification letters within two (2) days of placement. Initiate the placement in Extended Reach. Ensure foster parents are aware of their initial responsibilities with each new placement, including but not limited to, medical and dental exams within 30 days, clothing inventory, TB test, hearing and vision screens, and psychological, if applicable. Staff Relations: Responsible in assisting with interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance including coaching and future performance development; managers training needs through learning management system; rewarding and disciplining employees; addressing complaints and resolving problems. Maintain quality improvement goals and address at regularly scheduled staff meetings. Compliance and Oversight: Responsible for overseeing the foster care program compliance with RCCL Minimum Standards, DFPS Residential Child-Care Contract Regulations, and YFT Indicators, state, federal and private funder regulations. This position must implement/maintain processes that provide ongoing monitoring of work products across all SHCS agency. This includes, but is not limited to, service documentation standards, protocol, and overall SHCS policy and procedure compliance. Quality Assurance: Responsible for implementing/maintaining the Continuous Quality Improvement program developed by the Director of Quality Assurance and Compliance, this program ensures that

	areas of the foster care program (both administrative and direct service) are consistently using information to evaluate performance, risk and compliance. Furthermore, this role will ensure that actions are identified and followed through to remediate quality issue.
Qualifications	Master's degree in social work or related behavior field; Licensed as a Licensed Child Placement Agency Administrator is preferred; (2) year experience in administration, management and supervision of a foster care and adoption agency as a child placement management staff (CPMS) or worked under the direct supervision of CPMS; and (5) years' experience providing individualized therapeutic services to children, adolescents, and their families as a case manager.
Salary/Hours	44K-48K
Employer/Agency	Safe Haven Community Services is non-profit 501© (3) organization, licensed and funded by the Texas Department of Family and Protective Services. Safe Haven offers an array of services such as foster care, kinship care, transitional living care, and adoption. Our mission is to provide a temporary safe haven, for children and youth who have had some traumatic experience with abuse, neglect, and abandonment until permanency is reached. Safe Haven is able to facilitate its mission by partnering with individuals and families throughout the greater Houston area who serve as licensed foster care and relative care providers.
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Application Method	Resume only
Opening Date	May 14, 2014

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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