The San Francisco Boys & Girls Home provides residential treatment and mental health services to adjudicated youth ages 12-18, most of whom are transitioning out of a juvenile hall setting. A combination of therapeutic, educational, day treatment, and recreational programs address the multiple and diverse needs of each child. The youth live in two residential San Francisco houses, which are staffed 24 hours a day.

The Assistant Program Supervisor is responsible for the general management and coordination of services, personnel management, facility and fiscal management for one or more residential home, within the limits of and in accordance with agency program, policies, procedures, and budget, and with close supervision and support from their Senior Program Manager. The Assistant Program Supervisor is responsible for the duties listed below, but must obtain authorization from their Senior Program Manager to complete most of their managerial duties.

- Plan and coordinate all house activities and programs
- Work with and coordinate with the day treatment/day rehab clinician to integrate milieu program with day treatment/day rehab program
- Coordinate all personnel functions with the Associate Director or designees.
- Facilitate weekly staff meeting.
- Participate in the formulation of the childcare plan at case review conferences
- Participate in the formulation of the childcare summary at discharge conference
- Participate in the on-call backup system.
- May act as a facilitator/co-facilitator in any or all the day treatment/day rehab groups as needed
- Will act as the liaison to school as assigned by the Senior Program Manager
- Will act as the liaison to agencies as assigned by the Senior Program Manager
- Can perform other duties as assigned by the Senior Program Manager or the Associate Director.

- To plan and coordinate all house activities and programs.
- To coordinate and integrate the house program with other service components, e.g., school, medical, recreation, campus ministry, Day Treatment, etc.
To coordinate the group living program with psychotherapy and Day Treatment.

To coordinate all personnel functions with the Associate Director or designee.

SUPERVISION DUTIES:

To participate in the screening and selection of new staff, and to make recommendations for hiring.

To orient, supervise and provide timely performance appraisal for staff in the house, e.g. Team Leaders and Group Counselors.

To provide and document regular supervision for supervisees e.g. Team Leaders and Group Counselors

To recommend staff for commendations, disciplinary actions and terminations.

To carry out assigned personnel functions, e.g., time sheets, vacation requests.

To make work assignments for all staff and program volunteers and to regularly review the same.

To arrange for relief coverage and to provide backup coverage for the staff when required.

To supervise volunteers and field placement students.

To help advance the practice of child care in the agency and to encourage professional growth of staff through participation in in-service training programs, consultations, work shops, etc.

To maintain guidelines for individual and group behavior and to supervise and monitor group living management with respect to discipline and crisis intervention.

To be responsible for the group life treatment milieu environment.

To manage intake referrals and to ensure that delegated placement procedures are carried out.

To initiate, implement, and monitor group life plan for each resident.

To support individual, group and family work performed by such individuals as Psychotherapists, TBS Workers, Qualified Mental Health Providers and Day Treatment Clinicians.

To plan, facilitate and write summaries of weekly staff meetings.

To report on status of group life treatment plans at treatment conferences.

To ensure that the quality of care is at a level consistent with agency standards and governing criteria.

To ensure that health, safety, security and emergency procedures are consistently carried out.

To oversee general housekeeping and ensure that the responsibilities of staff and children are maintained.

To be responsible for the fiscal management of and security for the house budget, e.g., checking account balance, allowances for clothing, personal spending and recreation.

To ensure that Incident Reports and other required forms of documentation are prepared and reported in a timely fashion.

To maintain house records, logs and individual contracts.

To ensure that agency procedures for laundry, clothing purchase, supply requisition, food service, vehicle use, medications, maintenance and repairs, etc., are carried out.

To develop programs for special events, holidays, birthdays, etc., and to ensure coordination of the same.

To serve as a member of the Administrative On-Call system.

To represent the agency to community groups, organizations and other agencies as requested.

To perform administrative and program assignments as designated.

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
**Education & Experience:**
- Bachelor's Degree preferred, but not required.
- Supervisorial experience.
- Proficiency in written and verbal skills, including the ability to translate clinical information to staff.
- Residential Milieu Management experience strongly preferred.

**Knowledge, Skills & Abilities:**
- Knowledge of psychodynamics of children and adolescents.
- Knowledge of needs of children and adolescents in out of home placement.
- Ability to provide regular & predictable attendance.
- Ability to retain a professional and respectful demeanor.
- Valid California Driver’s License.
- Proficiency in language skills and in attention to detail
- Orientation to teamwork, problem solving and accuracy.
- Commitment to confidentiality and respectful service.
- Ability to work some evenings and parts of weekends.
- Support the implementation and development of systems and practices that will lead to a continual cycle of assessment, learning and improvement
- Demonstrates the necessary attitudes, knowledge and skills to deliver culturally competent services and work effectively in cross-cultural situations.

**Clearances Required Prior to the First Day of Employment:**

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<thead>
<tr>
<th>Clearance</th>
<th>Status</th>
<th>First Aid Certificate</th>
<th>Status</th>
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<tbody>
<tr>
<td>Fingerprinting</td>
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<tr>
<td>TB Screening</td>
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<tr>
<td>Negative Tuberculosis Test</td>
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</tbody>
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**PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Frequent bending, standing, stooping, kneeling, reaching, twisting, and walking.
- Frequent lifting, pushing, and pulling.
- Intermittent repetitive motions: Making substantial movements (motions) of the wrists, hands, and/or fingers.
- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and extensive reading.
- Driving is required for this position.

If driving a car is required for the position, incumbent must have a valid California driver’s license and be able to provide proof of DMV record and personal insurance (if required.)

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is a typical office environment.
• The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

**DISCLAIMER:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

*CATHOLIC CHARITIES IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER and is committed to providing equal employment without regard to race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, legal domicile status, veteran status, disability or AIDS/HIV status or any other characteristic protected under federal or state law.*

*Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.*