



**Position:** Assistant Residential Program Manager, RTF Programming, Wardle

**Full-Time**

**Non-Exempt**

### **SUMMARY**

Serves MHY residents comprised of at-risk-youth between the ages of 9-18 who are at risk of abuse or neglect, have been abused or neglected, have serious emotional, mental or behavioral disturbances, and are involved in the juvenile justice system. Assists the Residential Program Manager (“RPM”) in coordinating the programming, staffing support, and supervision of all residents as scheduled, and provides general operations support as necessary. Must be able to work flexible hours, including evenings and weekends.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. *Other duties may be assigned.*

- Assists the RPM in coordinating treatment and setting behavioral goals for the residents.
- Assists the RPM, other supervisory personnel, and direct care staff to ensure appropriate supervision of all residents.
- Provides a safe, healthy environment for all residents, and provides a positive role model for residents in areas of communication, decision making, and problem solving.
- Applies the reasonable and prudent parent standard to decisions involving the participation of a child in age or developmentally-appropriate activities.
- Assists the RPM in providing appropriate levels of supervision to direct care staff to ensure completion of job responsibilities.
- In the absence of or at the direction of an RPM, assists in the completion of treatment plans, quarterly summaries, medication reviews, serious incident reviews, safety assessments, and other reporting as necessary.
- When assigned, completes the introductory packets for new residents.
- Provides input to the RPMS in the completion of staff performance evaluations, and monthly staff scheduling when needed.
- Assumes a leadership role in the absence of or at the direction of an RPM, particularly during crises, to create a calm therapeutic solution.
- Reports to the RPM any inconsistencies, conflicts or problematic situations which arise.
- In the absence of or at the direction of an RPM, attends court hearings, Permanency Planning meetings, Therapeutic Team meetings, ISPT/ITM meetings, or other meetings as required.

- 
- In the absence of or at the direction of an RPM, completes weekly allowances, facilitates psycho-educational or competency building groups, and communicates with caseworkers/Probation officers and parents/guardians to discuss residents' treatment or weekly progress.
  - Provides input to the RPM to set treatment and behavioral goals for residents, and works with them to attain goals.
  - Assists the RPM in creating a plan of action for all clients with community service and restitution to ensure it is completed before discharge.
  - In the absence of or at the direction of an RPM, completes monthly fire drills.
  - Assume the duties of an RPM as assigned by the Director of Residential Services, and as necessary, assumes all other Resident Advisor responsibilities.
  - Implements treatment plans into daily routines.
  - Transport residents to visits, doctor's appointments, or hearing as necessary.
  - Administers medication.

#### **SUPERVISORY RESPONSIBILITIES**

This position will at times be responsible for supervision of Residential Advisors and a Therapeutic Residential Advisor. May at times be responsible for supervising interns or volunteers. Along with other unit supervisors, ensures that appropriate supervisory coverage is scheduled and maintained on the units as required.

#### **EDUCATION and/or EXPERIENCE**

Bachelor's degree in a related field of study, and a minimum of two years prior related experience in youth direct care services required; or equivalent combination of education and experience. Must be 21 years of age with current Act 33, 34 and FBI Clearances. Current PA state driver's license with an insurable driving record required. Must possess demonstrated PC skills including common MS Office applications. Additional training or licensing as required by regulations, or as deemed necessary by the Executive Director or Director.

***EOE***

***All interested applicants should submit an updated resume to [lhays@mhyfamilyservices.org](mailto:lhays@mhyfamilyservices.org) by Friday, July 20, 2018.***

***If you have any questions, please contact Liz Hays at 724-625-3141 Ext. 232.***

***All initial inquiries regarding internal job opportunities are kept confidential with the inclusion of the hiring supervisor.***