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

**Full-Time**

**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. Coordinates and assists the Assistant Director (s) and Director in the management of residential programming, including matters related to daily programming administration, compliance with all regulatory and accreditation entities, staffing and supervision, and direction of all residents as scheduled. Supports the Assistant Director(s) and Director in general operations 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.*

- Works with other Residential Program Managers, Assistant Managers, Residential Advisors (RAs) and other co-workers to ensure appropriate supervision of all MHY residents.
- Ensures a safe, healthy environment for all residents.
- Supervises RAs to ensure the appropriate completion of job responsibilities, and provides timely and thorough performance evaluations to all RAs.
- Provides programming leadership to RAs, particularly during crises to affect an appropriate and therapeutic solution.
- In collaboration with the assigned MHY Therapist as well as other treatment team members, coordinates resident treatment and sets behavioral goals for the residents. Works directly with residents, or by way of RAs, to implement and assess residents' progress toward goals.
- Ensures the completion of residents Individual Service Plan/Treatment Plan, monthly reports, medication reviews, serious incident reviews, safety assessments, and similar operational reporting.
- Facilitates and/or co-facilitates resident groups such as psycho-educational, competency building, activities daily living and others as necessary.
- Compiles introductory packets and reviews packet information with new residents.
- Completes weekly resident allowances.

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- Communicates resident treatments and weekly progress with caseworkers, probation officers, and parents/guardians as appropriate, and attends court hearings, permanency planning meetings and other appointments as required.
  - Creates action plans for all residents before discharge to secure community support services and/or restitution, as needed.
  - Posts timely staff schedules and responds to scheduling changes appropriately and in consideration of staff skill complements and unit programming costs.
  - Reviews and approve RA timesheets and ensures that all time is recorded accurately.
  - Participates in recruitment efforts, new staff orientation, and ongoing staff development initiatives such as Medication Administration, First Aid/ CPR, Crisis Training, Bloodborne Pathogens, and/or Fire Safety.
  - Participates in group and team meetings, including Leadership Team meetings, as necessary.
  - Reports to the Assistant Director(s) and/or Director any programming inconsistencies, conflicts or uncommon problems which arise.
  - Completes monthly fire drills and other unit health and safety processes as required.

**SUPERVISORY RESPONSIBILITIES**

This position supervises Assistant Residential Program Managers and Residential Advisors. May at times be responsible for supervising interns or volunteers.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree in a related field of study, and a minimum of two year prior related supervisory experience in youth direct care services required; Master's degree preferred 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**

*Interested applicants, please submit a resume to [jobs@mhyfamilyservices.org](mailto:jobs@mhyfamilyservices.org) for consideration.*