



## **Program Manager Job Description**

### **40 hour/week, exempt**

**Prevent Child Abuse Athens (DBA: Brightpaths)** is looking for a compassionate and knowledgeable leader to make a difference in the community by managing our home visiting, parenting, and hospital Programs and supervising program staff. You can impact lives and inspire change right in your own backyard. Brightpaths serves Clarke, Oconee, Oglethorpe, Madison, Jackson, Barrow, and Walton counties.

### **Essential Functions:**

- Coordination and management of program staff and site operation. Work with the Program Director to:
  - Supervise Clinical Supervisors and First Steps Coordinator.
  - Perform orientation and training for program staff.
  - Assist with interviewing and hiring of new staff. Recommend personnel actions such as evaluation, staffing, performance improvement measures and termination within the guidelines outlined in the local agency Policy and Procedure Manual.
  - Provide weekly individual reflective supervision to direct reports and maintain documentation of that supervision.
  - Review reports and statistics monthly for use in supervision and Quality Assurance activities with staff.
  - Screen referrals for new families and assign to FSS.
  - Manage data entry and reporting.
- Program Coordination
  - Assist the staff to utilize the curriculum during each home visit.
  - Act as a liaison between Brightpaths and community collaborative, school system, medical community, health department, etc. and program staff.
  - Attend Program Advisory Committee meetings.
  - Develop and lead a parent-advisory committee.
  - Assist in developing and updating program resource listings and materials.
  - Assist in development of a service plan for participants.
  - Assist and monitor the development and implementation of the program evaluation component.

- o Complete monthly program reports and submit to Program Director.
- o Assist with grant reporting and monitoring.
- o Conduct monthly client record reviews and maintain required data collection systems.
- o Implement quality assurance measures that include regular shadowing of direct service staff.
- o Participate in annual site visits and QA visits.
- o Complete the HFA Accreditation and necessary documentation.
- o Conduct CQI tests and coordinate CQI efforts.
- o Provide crisis intervention to participants.
- o Perform other administrative and public relations activities necessary for efficient program operation.

**Performance/Physical Requirements:**

- Excellent interpersonal and communication skills.
- Confident with strong leadership.
- Experienced in human services programming.
- Understand the concepts of family-centered and strength-based support services.
- Knowledge of maternal-infant health and child development (mental, physical and emotional) and concepts of child abuse and neglect.
- Reflective supervision skills.
- Experience in home visitation services preferred.
- Proficient use of computer and other software programs.
- Ability to empower and nurture staff and families appropriately.
- Ability to manage and motivate staff as well as provide support during stressful and traumatic situations.
- Ability to be non-judgmental, show compassion, empathy, and humility.
- Experience providing culturally sensitive services.
- Organizational skills and attention to detail.
- Excellent time management.
- Self-motivated and able to keep deadlines.

**Qualifications:**

- Bachelor's degree and three years related experience required
- Master's degree in social work, psychology, counseling, or related behavioral health field preferred
- Experience supervising staff with reflective practice
- Infant mental health endorsement (Level III or IV) preferred
- Experience in home visiting with a strong background in prevention services to the 0-5 age population
- Experience in providing services to culturally diverse communities/families
- Bilingual in English and Spanish preferred.

Apply at [brightpathsathens.org/jobs](http://brightpathsathens.org/jobs)

For more information or questions, please contact [info@pcaathens.org](mailto:info@pcaathens.org)

**Benefits and Salary:**

- Flexible office hours and work from home opportunities
- Opportunity for full time status based on program growth and employee performance
- Health Insurance provided, with 75% of premium paid by employer
- Paid time off for sick and vacation, as well as Federal holidays, floating spiritual, cultural and birthday days off
- Mental health benefit includes therapy costs covered by employer
- Opportunity for performance based bonuses annually
- Computer and other technology provided
- Reimbursable mileage
- Phone stipend
- Competitive pay commensurate with experience, available upon request