



## ***Journey of Hope***

# ***Senior Director of Reunification Services***

**Reports to:** Executive Vice President of Immigrant Children Services

**Hours:** FT Position – Monday – Friday flexible based on the needs of the of the residential program.

**General Statement of Duties:** The Senior Director of Reunification Services is responsible for overseeing the program service areas and for the overall management of the provision of care, including the safety and protection of the children, implementation of policies and procedures and compliance with PA and ORR guidelines; provision of regular and timely reports to the U.S. Office of Refugee Resettlement (ORR) regarding operations, services, and finances; establishing a respective and supportive workplace environment, elevating any issues or concerns to ORR. The Senior Director of Reunification Services supervises and hires all lead positions in the Case Management, Clinical, Medical and Education departments and is expected to develop and maintain a team approach in carrying out treatment services and create an active therapeutic milieu. This manager must be able to communicate proficiently with both children and staff in Spanish and English. This Director has ultimate responsibility with regard to ORR Shelter Program related decisions as it affects children and staff. ORR will have final approval of any candidate that is hired for this position.

### **Essential Functions:**

1. Promotes the Mission and Philosophy of Holy Family Institute.
2. Demonstrates leadership.
3. Coordinate activities to ensure a consistent and comprehensive approach to meeting identified need in service program areas.
4. Directly supervises the Case Management, Clinical, Medical, and Education departments.
5. Monitors, evaluates, and improves reunification services.
6. Provides public relations for the program to the general public- school, universities, committees and/or task forces.
7. Participates in meetings as necessary for consistency in service provision, professional growth, and effective communication.
8. Assists and promotes acculturation in a culturally sensitive way.
9. Adheres to other requests as indicated by Executive Vice President of Immigrant Children Services.
10. Collaborates with multi-disciplinary team to ensure delivery of services.
11. Handles and supervises the carrying out of staff disciplinary action.
12. Assists with staff orientation and training.
13. Provides EVP of Immigrant Children Services with feedback about service areas.
14. Plans and conducts meetings to ensure delivery of services with a child-centered approach.
15. Models and assists in the implementation of the HART and Trauma-Informed Care.
16. Oversees the implementation of treatment plans as written in each resident's service plan.
17. Participates in on-call rotation schedule, and when not in the rotation, communicates with on-call personnel on duty as needed.

18. Manages unanticipated events and crisis situations in a positive, constructive manner.
19. Maintains client confidentiality.
20. Adheres to ORR, DPW, State licensing and HFI policies and procedures
21. Maintain and report standards of quality and compliance in accordance with HFI standards.
22. Exhibits cultural competency and sensitivity.

### **Minimum Requirements**

Master's Degree in social work (MSW) preferred or an equivalent degree in education, psychology, sociology, or other relevant behavioral science. Candidate must have five years' experience in child welfare administration, child protective services, and 2 years of experience in program management or as director of a licensed childcare program. Bilingual English/Spanish required. Previous experience working with immigrants/refugees strongly preferred. Licensure preferred.

Must be at least 21 years of age, have a valid PA drivers license, be able to perform physical activities, have good verbal, written and oral communication skills. Act 33/34 and FBI clearances required. Fluency in Spanish and English (read, write and speak) strongly preferred. EOE