



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.

MISSION AND NEED: Holy Family Institute (HFI) is a 120-year-old Catholic organization with an impeccable history of serving children and families in the Pittsburgh Region. We are one of Pittsburgh's largest social service organizations operating 15 programs in three counties. We are an independent organization guided by Catholic Social Teachings and serving people of all faiths and backgrounds.

Please Note: Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for client-facing roles, particularly those involving close contact with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. The Company will engage in the interactive process on an individualized basis in light of each particular role.

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. This Director has ultimate responsibility regarding 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. Demonstrates leadership
2. Coordinate activities to ensure a consistent and comprehensive approach to meeting identified needs in service program areas
3. Directly supervises the Case Management, Clinical, Medical, and Education departments
4. Monitors, evaluates, and improves reunification services
5. Provides public relations for the program to the general public- school, universities, committees and/or task forces
6. Participates in meetings as necessary for consistency in service provision, professional growth, and effective communication
7. Assists and promotes acculturation in a culturally sensitive way
8. Collaborates with multi-disciplinary team to ensure delivery of services

9. Handles and supervises the carrying out of staff disciplinary action
10. Assists with staff orientation and training
11. Provides Executive Vice President of Immigrant Children Services with feedback about service areas
12. Plans and conducts meetings to ensure delivery of services with a child-centered approach
13. Models and assists in the implementation of the HART Model and Trauma-Informed Care
14. Oversees the implementation of treatment plans as written in each resident's service plan
15. Participates in on-call rotation schedule, and when not in the rotation, communicates with on-call personnel on duty as needed
16. Manages unanticipated events and crisis situations in a positive, constructive manner.
17. Maintains client confidentiality
18. Adheres to ORR, DPW, State licensing and HFI policies and procedures
19. Maintain and report standards of quality and compliance in accordance with HFI standards
20. Exhibits cultural competency and sensitivity
21. Adheres to other requests as indicated by Executive Vice President of Immigrant Children Services

Minimum Requirements

Master's Degree in social work (MSW) preferred or an equivalent degree in education, psychology, sociology, or other relevant behavioral science. Professional license required (LPC, LMFT, LSW, or LCSW). 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. Fluency in Spanish and English (read, write and speak) strongly preferred but not required. Previous experience working with immigrants/refugees strongly preferred.

Must be at least 21 years of age, have a valid driver's license, be able to perform physical activities, have good verbal, written and oral communication skills. Act 33/34 and FBI clearances required. EOE.

COMMITMENT TO SOCIAL JUSTICE

Holy Family Institute and its affiliated organizations are committed to an environment that respects and values every human being and individual differences. We will invest time and resources to create an inclusive environment for all of our stakeholders. This means we will respect diversity that includes race, ethnicity, gender, socioeconomic status, education, disability, language, and sexual orientation. We also believe that we should be "Faithful Listeners" and embrace diversity of ideas, perspectives, and values. We believe in providing access, opportunity, fair treatment, and advancement for all people. Believing that "God is Found in Everyday Activities" we will do our best to eliminate barriers that prevent full participation in our programs and services. We believe "Loving Relationships" means that all are welcome, all are neighbors, and there are no exceptions. With this belief we aim to create an environment in which any individual or group can feel welcomed, respected, supportive, and valued.

Holy Family Institute is an Equal Opportunity Employer