

Wesley House Family Services (WHFS)

POSITION DESCRIPTION

Position: Prevention Manager

Department: Prevention Intervention (Strengthening Families Program) and Healthy Families Monroe

Purpose: Manager is responsible for managing, coordinating, maintaining, and facilitating the prevention and intervention programs administered by WHFS. Monitors policies and procedures and recommends improvements, consults with the Senior Management, participates in establishing and implementing major goals and objectives for both the program and the agency, responsible for achieving performance standards, and is responsible for the financial functions of the program. The Department serves as a resource for all aspects of prevention and intervention services for the agency.

Reports to: Community Based Care Director

Funded by: Citrus

Classification: 1.0 FTE, Exempt

Responsibilities:

1. Coordinates and implements process and strategic business plans that assure WHFS meets all contract requirements, benchmark dates and maintains the service system for Prevention Intervention within Monroe County for Community Based Care system and the Healthy Families Florida.
2. Follows the established operational budgets with the Finance Director for Prevention Intervention operations.
3. Works with the Community Based Care Director to negotiate contracts, assure contract compliance and develop policy and procedures for Prevention Intervention service delivery system.
4. Assures submission of all monthly, quarterly, and annual reports.
5. Plans, develops, and implements strategy consistently for service development in coordination with the Community Based Care Director, the WHFS Board, Citrus agency staff, and WHFS Executive Management Team.
6. Maintains appropriate systems for measuring performance outcomes in Prevention Intervention.
7. Responsible for maintaining effective working relationships with other social service providers on local, district, and state levels, and attends other professional conferences and meetings regarding Prevention Intervention.
8. Responsible for ensuring that appropriate programmatic language is included in contracts and agreements with other social services providers on local, district, and state levels.
9. Responsible to ensure that all subcontracted and agreement providers have a plan to meet accreditation requirements.
10. Provide professional leadership including the development and management of resources, supervision, and monitoring of employee performance and compliance with contracts and Florida statute.

11. Ensures services and related activities meet with and integrate with WHFS organizational requirements of quality management, health, and safety, legal stipulations, and general duty of quality care.
12. Attends Management meetings and other Prevention Intervention or CBC related meetings.
13. Works with Community Based Care Director and Executive Management Team to establish and maintain adherence to WHFS quality standards and to meet or exceed performance goals.
14. Offers ideas and policy for future funding and services to improve WHFS as a community-based provider.
15. Attends and participates in training and professional development as required by WHFS contracts and WHFS professional development plans.
16. Complies with WHFS Personnel and Finance policies, Ethical Standards, and confidentiality requirements.
17. Informs supervisor of any activities or actions that are not in compliance with the highest ethical standards or best practices for a human service provider such as WHFS.
18. Performs all WHFS activities, job duties, and responsibilities, and related WHFS activities with respect and appreciation for the persons served, including the diversity of cultures, traditions, and practices.
19. Travels as required throughout Monroe and Miami Dade counties.
20. Other duties as designated by the Community Based Care Director.

Performance Measures:

The Prevention Intervention Director will:

- Manage Prevention Intervention operations and resources to meet all contract requirements, benchmark dates and maintain high-quality service for clients within budget.
- Submit all monthly, quarterly, and annual reports accurately, clearly, concisely and in a timely manner.
- Ensure that programs and services are planned, developed, and implemented in conjunction and collaboration with the Community Based Care Director, the WHFS Board, Citrus agency staff and WHFS Executive Management team.
- Ensure that appropriate systems and reporting mechanisms are in place to measure and document performance outcomes in Prevention Intervention.
- Ensures that process and procedure improvements are made as needed to ensure quality performance and continued attainment of Accreditation.
- Maintain effective working relationships with other social service providers on local, district and state levels.
- Develop and train subordinates to ensure a high-level of skill, high rate of retention and a succession plan are in place in the Department.
- Comply with Wesley House Personnel and Finance policies, Ethical Standards and Wesley House Confidentiality requirements

Qualifications:

- Master's Degree required; Social Services and/or Business Management related degrees (Licensure preferred.)
- Five or more years of senior management including contract management
- Three or more years of supervisory experience
- Thorough knowledge of management practices and procedures

- Understanding of contract compliance and reporting requirements
- Understanding of CQI and Accreditation standards and Accreditation maintenance process
- Broad based knowledge of child welfare and social services delivery system (Dependency Care system experience)
- Excellent leadership and interpersonal skills
- Excellent organizational, coordination and project management skills
- Excellent oral and written communication skills
- Excellent analytical and problem-solving skills
- Excellent oral and written presentation skills
- Excellent computer hardware and software skills including the use of Microsoft Office programs such as Word, Excel, PowerPoint and Outlook

Intent and Function of Position Descriptions

Job descriptions assist Wesley House Family Services in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective performance appraisal system and related promotion, transfer, layoff, and termination processes.

All job descriptions have been reviewed to ensure that only essential functions have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards to successfully perform the required functions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Supervisors may assign additional functions and requirements as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled persons. However, no accommodations will be made which may pose serious health or safety risks to the employee, other employees, persons served, or which impose undue hardships on Wesley House Family Services.

Job descriptions are not intended as and do not create employment contracts. WHFS maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law and at any time.

I have received and reviewed this Position Description on _____, 20_____.
Month Day Year

Community Based Care Director (Signature)

Prevention Intervention Director (Signature)

Community Based Care Director (Print)

Prevention Intervention Director (Print)