

POSITION TITLE: UC Program Director

PRIMARY SUPERVISOR: Vice President, Programs

STATUS: Full-Time, Exempt

SALARY RANGE: Beginning salary will be commensurate with education and experience, and based on appropriate industry standards.

POSITION DESCRIPTION: The Program Director must adhere and apply agency policies and procedures, code of ethics, Office of Refugee Resettlement (ORR), Federal regulation, State mandates, The Flores Settlement Agreement, Trafficking Victims Protection Reauthorization Act, Perez-Olano Settlement Agreement, and the Violence against Women Reauthorization Act.

REQUIREMENTS & QUALIFICATIONS:

- Master's Degree from an accredited or state approved college or university as defined in Section 94310 of the Education Code, in social work or social welfare, marriage, family, and child counseling, child psychology. Shall have 4 years of experience working with children and families predominantly with Latino children and families. Case management supervision or experience, good communications, leadership, and guidance necessary to assure a consistency high quality of work.
- Bilingual, ability to read, analyzes, and interprets the most complex documents.

DUTIES & RESPONSIBILITIES:

All of the responsibilities listed below are considered essential functions of this position. Additionally, this position is expected to ensure adherence to the core operating values and the strategic direction of the agency.

- Oversees entire UC program and ensure it functions efficiently and smoothly.
- Develop organizational management structure which promotes best practices, facilitates optimum delivery of services and ensures UC's safety and well-being.
- Serve as liaison with the Office of Refugee Resettlement (ORR).
- Serve as liaison with legal providers and the Immigration Court System as well as with Immigration and Customs Enforcement (ICE)
- Coordinates all admissions and discharge procedures, service planning and client documentation.
- Report any ORR policy changes or updates to the team and management.
- Ensure the timely and safe release of UC children.
- Conduct random internal checks in UC portal to ensure Case Managers are updating UC case files in accordance with ORR policy and regulations.
- Participate in or lead regularly scheduled meetings with Federal Field Specialist and case coordinator for the management and provision of services to UC.
- Work with educational instructor (s) to ensure proper and effective educational services are being provided to all UC.
- Directly work with the medical coordinator to ensure quality medical care is provided for all UC and ensure that ORR, and Public Health policies and procedures are being followed.

- Ensure that each child's physical, social, emotional, educational, and recreational needs are met.
- Ensure compliance with ORR standards, state licensing standards, accreditation standards.
- Hire, train, supervise, and develop staff. Oversee case managers and support them in meeting their program and professional goals.
- Conduct periodic case reviews to ensure that assessments and recommendations meet ORR standard, child welfare practices and program guidelines.
- Collect, maintain and submit monthly, quarterly, and annual reports to the appropriate personnel at ORR and agency.
- Identifies successful and innovative program implementation/administration techniques.
- Conduct interviews with care providers' staff, UC, and external stakeholders to obtain information about program administration, operations, and quality of service provided.
- Develop, manage, and implement program data evaluations, tools, and systems to collect, analyze, and interpret program effectiveness and relevancy for program outcomes and goals.
- Adhere to Child Abuse and reporting requirements.
- Must be relied upon regarding task completion and meeting deadlines on time without sacrificing accuracy, work quality, or customer service satisfaction.
- Attend meetings and trainings when needed or requested.
- Perform other duties as requested by the Chief Executive Officer and/or Executive Director.

CONFIDENTIALITY AND PRIVACY

Adheres to all legal parameters for ensuring and maintaining clients' confidentiality including HIPAA, State and Federal laws.

HEALTH SCREENING REQUIREMENT

All direct staff have proof of immunity to vaccine-preventable diseases transmitted by the respiratory route.

- Varicella 2 doses (at least 4 weeks apart) or born in the United States before 1980 with a reported history of chickenpox (verified by an adult present at the time of illness) or titers indicating varicella immunity or documentation from healthcare provider verifying the previous infection.
- MMR (Measles, Mumps, and Rubella) 2 doses (at least 4 weeks apart) or titers indicating immunity to all three diseases.
- DTaP (Diphtheria, Tetanus, Pertussis) complete primary vaccination series completed at childhood, 1 TDap dose in adulthood.
- Influenza, 1 dose annually during flu season.
- COVID-19 vaccination – fully vaccinated against COVID-19 (two doses of Pfizer-BioNTech, or two doses of Moderna, or one dose of Janssen), with booster shot (Pfizer-BioNTech, Moderna, or Janssen).

The Village Family Services (The Village/TVFS) is an internationally accredited, leading bilingual family wellness organization that provides culturally sensitive, trauma-informed mental health, homeless and foster care services to thousands of Los Angeles County's most vulnerable and underserved children, youth, and their families. We specialize in helping LGBTQ and transition age youth who are in crisis and are recognized for our community response for ending youth homelessness.

To apply, please email resume along with cover letter to hr@thevillagefs.org with subject line Program Director.