

The Salvation Army Social Services Department Job Description

Title: Nurturing Center Manager

Status: Full Time Exempt

Department: Nurturing Center for Children and Families

Reports To: Social Services Director

Equipment Uses: Multi-line Phone System, Computer, Fax Machine, Photo Copier, Scanner, Calculator, Time clock, Card Scanner, Video Camera, Security System and TSA Vehicles

Summary: The Nurturing Center Manager supervises counseling and therapy, developmental assessments, psychosocial evaluations, parenting assessments, parenting education, visitation services and child safety education. The Manager provides services as needed by the program, communicates with social workers, guardians and families and oversees the administration of the services. The Manager ensures that contracts and policies and procedures are being followed and enforced.

Minimum Qualifications:

- Be at least 21 years of age.
- Hold a Masters Degree in social work, psychology, or counseling.
- Be licensed in the State of Washington as a Social Worker, Mental Health Counselor or Marriage and Family Counselor.
- Have a minimum of two years experience working with children.
- Have a minimum of two years experience in supervising staff that have supervised or cared for children.
- Be capable of observing and communicating with children and families to provide counseling/therapy, visitation services, parenting assessment and education.
- Be capable of scheduling and supervising staff counselors, parent educators and visitation monitors.
- Be able to pass a criminal background check and DSHS background check.

Other Qualifications:

- Knowledge of DSHS and DCFS.
- Social services experience.
- Experience working with foster children, children with special needs and families with CPS involvement.
- Experience providing parent education/instruction.
- Knowledge of billing, budgeting, grant writing and fund development.
- Understanding of contracts, policies and procedures, state laws and regulations.
- Must have working knowledge of Microsoft Word, Excel, Access and Publisher.
- Must have a working knowledge or be able to learn Lotus Notes and aptitude and ability to learn related technical skills.
- Must have excellent interpersonal skills, with emphasis on effectively working in a team environment and with a diverse population.
- Have effective written communication and documentation skills.
- Have networking skills and be capable of representing The Salvation Army.
- Be flexible and a self-starter.
- Be able to work with a minimum of supervision.

Other Requirements:

- CPR/First Aid training.
- Blood borne pathogen/HIV training.
- De-escalation and restraint training.
- Negative TB test.
- Washington State Mandatory Reporter training.
- The Salvation Army Child Safety training.
- The Salvation Army Driver's Fleet Safety training.
- Valid Washington State Driver's License.

Administration Responsibilities:

- Supervise and consult with Nurturing Center staff.
- Recruit and supervise interns and volunteers.
- Perform employee reviews and discipline following The Salvation Army policies and procedures.
- Maintain staff files including staff trainings and certifications required by contract and policy.
- Maintain all program files, reports, and supplies.
- Maintain the Nurturing Center and report any issues to Administration staff or Maintenance staff.
- Complete reports as requested and maintain statistics for the program.
- Complete regular and at least monthly billings for all funding sources and services.
- Create, maintain, train and enforce policies and procedures for all services in the Nurturing Center and The Salvation Army.
- Work closely with funders, contractors and providers.
- Utilize all funding sources for the program and continue to work with the Social Services Director and Development Director to increase funding for the program.
- Maintain contracts.
- Perform quality assurance.
- Provide resources and trainings for staff and clients.
- Meet regularly with staff.
- Maintain and enforce confidentiality following HIPPA, State laws and regulations, contract regulations and The Salvation Army policies and procedures.
- Work as a team with other Family Resource Campus programs and staff.
- Market program and develop business.
- Represent The Salvation Army at community meetings and events.
- Network with other providers.
- Attend meetings and trainings.
- Additional duties as assigned.

Program Responsibilities:

- Provide counseling, therapy or treatment services using recognized techniques to assist children, adults and families in the amelioration or adjustment of mental, emotional, or behavioral problems, as needed.
- Provide parent education using Love and Logic, Common Sense Parenting, 1, 2, 3 Magic and Circle of Security, as needed.
- Provide visitation monitoring and transports, as needed.
- Follow all ethical codes and guidelines for providing professional services.
- Provide consultation to DSHS and other organizations on specific cases and attend child safety staffings.
- Provide written summaries and billings at least monthly.
- Maintain logs and session notes on all clients.

- Provide conclusions and recommendations for services and/or treatment.
- Additional duties as assigned.

Physical Requirements:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis.
- Ability to grasp, push, pull, objects such as files, file cabinet drawers, carts, doors, and reach overhead.
- Ability to operate a telephone.
- Ability to operate a desktop computer.
- Ability to access and produce information from a computer.
- Ability to understand written information.
- Ability to lift up to 50lbs on a regular basis.
- Ability to sweep, clean, shovel snow, and perform other janitorial tasks as needed.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order meet the physical requirements of the position. The Salvation Army will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

Religious Statement:

The Salvation Army is an international, religious and charitable movement; a branch of the Christian Church: showing its love of God and concern for the needs of humanity through a variety of spiritual and social services. The purpose of all its programs is to preach the gospel of Jesus Christ, disseminate Christian truths, supply basic human necessities, provide personal counseling and ultimately to accomplish a spiritual regeneration of all persons. I understand that as an employee, I represent The Salvation Army and agree to respect and work within its Christian tenets.

Other:

I understand that I will be covered by worker's compensation insurance while on the job and agree to cooperate in the proper reporting of all work-related injuries or accidents. I further understand that The Salvation Army does not participate in unemployment compensation insurance and I will not accrue unemployment benefits while working for The Salvation Army.