ASSISTANT DIRECTOR OF PROGRAMS AND SERVICES
POSITION DESCRIPTION (Full-time / Exempt; Lockport, IL.)

BASIC FUNCTION:

The Assistant Director of Programs & Services is responsible for the day-to-day supervision and guidance of the Case Management Supervisor and services and acts as a support to the Director of Programs and Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible for direct supervision of the Child Welfare Supervisor and additional Child Welfare Specialists (CWS) when ratio exceeds the Department of Children and Family Services (DCFS) requirements.
2. Assumes responsibility for efficient compliance with DCFS case management mandates to included but not limited to: Overall operational compliance of best practices, contract performance measurements, SACWIS documentation, medication/behavior tracking, AP5 case record format, and healthcare compliance.
3. In collaboration with the Director of Programs and Services and Deputy Director, is responsible for assisting with the orientation and onboarding of new Village team members.
4. Responsible for supporting and collaborating with internal licensing department staff to ensure efficiency and compliance according to contract performance
5. Is a liaison and resource to Village employees when the Director of Programs and Services is unavailable.
6. Provides leadership to program staff on assigned projects and assists with the supervision of Relief Parents.
7. Acts as support in the development of quality standards for program and services.
8. Ensures the timely completion of all DCFS required paperwork in coordination with the Child Welfare Supervisor, e.g. 906, 1420 and 1425.
9. Responsible for ensuring Significant Event Reports are filed on a timely basis, are distributed properly, and is responsible for dispositioning to ensure closure of feedback loops related to the report.
10. With the approval of the Deputy Director and CHRO, employs and terminates Village program staff and works with Supervisors to manage workforce.
11. Develops department processes and procedures, resolves staff issues, and directs decision making to the appropriate level. Sets consistent performance targets and position specific goals in coordination with the Director of Programs and Services and Deputy Director. Regularly monitors progress and offers feedback. Completes performance reviews for staff on time. Recognizes staff for contributions and fosters a cohesive working environment by providing needed information, tools, and resources for team to perform. Requests staff input and feedback as part of the decision making process.
12. In collaboration with the Deputy Director and the Director of Program and Services, convenes and directs meetings with appropriate staff to assure proper understanding of supportive services are operating effectively to enhance services to the Village.
13. Works with Human Resources department staff in the selection, training and development of the case management and Relief Parent team to assure homes are adequately staffed with skilled personnel.
14. Assists the Director of Quality and Human Resources staff in the development and implementation of staffing plans, new employee training and ongoing staff training.
15. Serves as the secondary liaison to State, local government and other community service providers to promote and support programs and services related to organizational activities.
16. Maintains close communication with Foster Parents, Relief Parents, Supervisor, Program Staff, and other agency staff as necessary.
17. Mentors Foster Parents, Relief Parents and Other Staff to develop and/or enhance professional skills.
18. Complies with all SOS policies, state, federal, county and city laws, rules and regulations.
19. Attends general agency and Village staff meetings, in-service education/training, individual supervision, and other meetings as directed by the Director of Program and Services and/or the Deputy Director.
20. Other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Master’s degree in Social Work or relevant Masters Degree which meets DCFS requirements (from accredited institution). LCSW or clinical experience preferred.
2. A minimum of 3 years social service supervisory experience working with children and families in the child welfare system. Program leadership and contract management experience required.
3. DCFS Child Welfare Employee Licensure required; 402 Licensure or knowledge of 402 standards preferred.
4. Experienced in team building, implementing behavior modification plans and needs assessment.
5. Ability to work with DCFS, courts and other social service systems.
6. Ability to pass DCFS required criminal background check including CANTS/SACWIS, Drug Screen and SORS.
7. Ability to provide required DCFS Medical Report/TB test.
8. Valid Illinois driver’s license with acceptable driving record; insured and reliable transportation.
9. Sensitivity to the cultural and socioeconomic characteristics of clients and staff.
10. Ability to relate to the Agency staff and to the public in a courteous and professional manner.
11. Ability to work in a team environment.
12. Strong communication, organizational and computer skills.
13. Ability to exercise discretion and independent judgment.
15. Reliable, punctual, and able to manage multiple tasks.
16. Ability to work flexible hours (weekends).
17. Ability to work in an alcohol, tobacco and drug-free environment.
18. Commitment to SOS Children’s Villages Illinois philosophy and mission.
ADA DISCLAIMER/STATEMENT: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Position responsibilities are intended to describe those functions that are essential to the performance of this job. This position description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

SOS CHILDREN’S VILLAGES ILLINOIS is an equal opportunity employer. Employment, assignment, and promotion practices are carried out in accordance with all applicable laws, rules, regulations and orders without regard to race, religion, color, national origin, physical handicap, social handicap, sex, age, or ancestry.

I accept the position described above. I have had the opportunity to read this Position Description and to discuss its contents with my supervisor, and I have received a copy for my own use.

__________________________________________________________________________  ___________________________________________________________________
Signature                                                                                                           Date
BASIC FUNCTION:

Provide services to SOS children and their families in order to achieve the particular case goal as outlined and explained in the client service plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide comprehensive case management services to SOS children, including assessment, referral, placement supervision, service plan formulation and implementation, and appropriate involvement with the SOS and biological families. Act as a partner to Foster Parents in times of need.

2. Maintain complete, accurate, and current service reports on children and families served including timely written case notes, six-month summaries and permanency reports as required and/or requested by DCFS and SOS. Conduct quarterly audits of client files.

3. Ensure that a healthy, safe and secure home environment and a consistency of care is provided to the children, including but not limited to, ensuring that the children received proper medical, dental and emotional care as required.

4. Advise and consult with the Client, Foster Parent and Child Welfare Supervisor to ensure adequate understanding of the case dynamics and the needs of the Client.

5. Coordinate effectively with DCFS and other community agencies for the maximum utilization of available resources to address the service goals of the cases assigned.

6. Work in conjunction with the Child & Family Services Coordinator to develop a working knowledge of community resources which may be used in serving clients and maintain a close working relationship with these resources.

7. Act as a Liaison to the Foster Parent Enrichment Coordinator and Child & Family Services Coordinator within the Spanish speaking communities towards identifying resources and foster parent recruitment.

8. Prepare for and attend required case meetings, ACR’s, court hearings, and staffings.

9. Submit reports as required by Supervisor.

10. Perform on-call duties as needed to carry out the responsibilities as required.

11. Communicate problems and issues within the department to the Child Welfare Supervisor.
12. Complete all mandatory agency and job specific training.

13. Represent SOS in a professional manner to the public and guests.

14. Comply with all SOS policies, state, federal, county and city laws, rules and regulations.

15. Perform other duties as assigned.

**NON-ESSENTIAL DUTIES:**

1. Attend general agency staff meetings, in-service education/training, individual supervision, and other meetings as directed by the Village Director or Supervisor.

2. Work with Foster and Bio Families and provide support when needed.

**QUALIFICATIONS:**

1. A bachelor's degree in social work, psychology or related field.

2. Proficient speaking, reading and writing skills.


4. DCFS Child Welfare Employee Licensure required.

5. Ability to work with DCFS, courts and other social service systems.

6. Ability to pass DCFS required criminal background check including CANTS/SACWIS and SORS.

7. Valid Illinois driver's license with acceptable driving record; insured and reliable transportation.

8. Ability to travel between both Villages and surrounding communities.

9. Sensitivity to the cultural and socioeconomic characteristics of clients and staff.

10. Ability to relate to the Agency staff and to the public in a courteous and professional manner.

11. Ability to work in a team environment.

12. Strong communication and organizational skills.

13. Ability to exercise discretion and independent judgment.


15. Reliable, punctual, and able to manage multiple tasks.

16. Ability to work flexible hours.

17. Ability to work in an alcohol, tobacco and drug-free environment.
18. Commitment to SOS Children’s Villages Illinois philosophy and mission.

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This Position Description shall not be considered to create any contractual obligations between the Agency and the Employee. All employees who do not have a written contract with the Agency identified as such for a specific fixed term of employment are employed at the will of the Agency.

I accept the position described above. I have had the opportunity to read this Position Description and to discuss its contents with my supervisor, and I have received a copy for my own use.

__________________________________________  __________________________
Signature                                      Date
Foster Parent Position

For 25 years, SOS Children’s Villages Illinois has provided the highest quality of care for Illinois’ most vulnerable children and families. Since our beginning, we have carried on the successful track record of SOS-Kinderdorf International in transforming children with a broken childhood into caring, productive, self-reliant adults.

Our team passionately provides support and works collaboratively to raise our children. Our Villages are made up of single-family homes, under the guidance of our professional Foster Parents, and our model is based on uniting brothers and sisters in foster care, surrounding them with a community of hope and supportive services, and helping them grow into caring and productive adults.

Summary of Duties
1. Provide a healthy, clean, safe and secure home environment for the children.
2. Develop, in conjunction with the child's Case Manager, and implement individual progress plans.
3. Ensure that the children receive proper medical, dental and emotional care.
4. Administer prescribed medications as needed, and document all such interactions. Complete all required documentation related to medical incidents/reports, and medication management as required by the Agency and DCFS.
5. Provide oversight and supervision for educational compliance of child(ren) in collaboration with onsite Education Liaison and Activity Coordinator.
6. Attend court, Administrative Case Reviews and related conferences as required.
7. Maintain timely and accurate records such as household budget, children's progress records, health records and periodic evaluations.
8. Maintain household budgets at or below designated levels for all budgeted line items.
9. Participate in on-going training and maintaining current certifications such as first aid and CPR, TCI, Med. Administration, etc.
10. Transporting children as needed, i.e., sibling visits, doctor visits, therapy groups, etc.
11. Participate in Monthly Supervision with Director of Program and Services.
12. Ensure appropriate clothing is obtained with monthly stipend.
13. Participate in all SOS trainings, including QI initiatives

Requirements
Successful Foster Parents must meet the following minimum criteria in order to move forward in the application process.

- Valid driver’s license, proof of insurance, and clear driving record
- DCFS background clearance; DCFS medical clearance
- Must be at least 25 years of age
- Must have a high school diploma or equivalent
- If applicable, must adhere to the policy of bringing only one biological or adopted child (12 and under) into the Village home
- Must be willing to move to any one of our three Villages (Lockport Village, Chicago Village, and Roosevelt Square Village)
- Valid Illinois driver’s license with acceptable driving record and proof of automobile insurance coverage.
Relief Parent Position

For 25 years, SOS Children’s Villages Illinois has provided the highest quality of care for Illinois’ most vulnerable children and families. Since our beginning, we have carried on the successful track record of SOS-Kinderdor International in transforming children with a broken childhood into caring, productive, self-reliant adults. In addition, we have pioneered a number of successful programs such as providing SOS Children continued support as they enter young adulthood, and empowering parents to pursue successful reunification of their families. Learn more about us and our model at www.sosillinois.org.

Our team passionately provides support and works collaboratively to raise our children. Our Villages are made up of single-family homes, under the guidance of our professional Foster Parents, and our model is based on uniting brothers and sisters in foster care, surrounding them with a community of hope and supportive services, and helping them grow into caring and productive adults.

Summary of Duties

Because Foster Parents are the foundation of the SOSCVI model, successful Relief Parents must be passionate and dedicated to contributing to the creation of stable home lives for our children. By creating a stable home life, SOSCVI Foster and Relief Parents help children overcome devastating pasts and gain confidence about their world and their dreams for the future.

The Relief Parent’s primary duty is to provide on-call relief to Foster Parents. In the Foster Parent’s absence he or she is responsible for providing "parental" supervision, monitoring, care, and direction for the children consistent with the Foster Parent's methodology. Relief Parents also assist Foster Parents in providing transportation of children to recreational activities, homework assistance and therapy, and additional supervision.

Requirements

Successful Relief Parents must meet the following minimum criteria in order to move forward in the application process.

1. A high school diploma or equivalent.
2. Valid Illinois driver's license with acceptable driving record and proof of automobile insurance coverage.
3. Must be at least 21 years of age.
4. DCFS (Department of Children and Family Services) background clearance
5. DCFS medical clearance
6. Ability to work in the following Village(s): Lockport, Southside of Chicago (7600 S. Parnell), Roosevelt Square (1200 W. Roosevelt)
7. Ability to work in an alcohol, tobacco, and drug-free environment
8. Ability to work flexible hours.