



COMMUNITY PARTNERS IN ACTION

JOB TITLE: Assistant Program Manager: REGIONS-Site Secure

LOCATION: Hamden, CT

POSTING CLOSE DATE: September 6, 2019

PROGRAM DESCRIPTION

The REGIONS-Site Secure Program is a secure residential treatment program for up to 8 boys. The mission of the program is to provide a home-like environment with a trauma-informed, culturally responsive, gender-specific, linguistically appropriate, strengths-based, and relationship-driven milieu for the boys and to help them improve their social, physical and emotional well-being. Our vision is to therapeutically intervene in the cycle of offending to reduce the boys' risk factors and prevent them from transitioning into the adult justice system. Our treatment philosophy is one that is individualized, designed to help the boys develop a positive self-image, learn effective coping skills, experience success, gain confidence, build positive relationships, achieve behavioral changes and re-enter their communities better equipped to succeed.

POSITION REQUIREMENTS

The ideal candidate will have a Bachelor's degree and five years of experience in a juvenile residential or residential therapeutic treatment program and at least two (2) years supervisory experience. Equivalent experience and training with specific experience in a juvenile residential program and/or residential therapeutic treatment program will be considered. Considerable knowledge of the juvenile justice system and juvenile residential programs. Knowledge of and general understanding of Connecticut's education system. Understanding and knowledge of gender specific, trauma-informed, culturally responsive and linguistically appropriate issues and needs; knowledge of behavior motivation and psychosocial interventions; knowledge of child psychology and development; training in security and custody. Strong emotional intelligence; ability to interact with multi-cultural populations; crisis management skills; strong leadership, decision making, communication, interpersonal and organizational/ prioritization skills, adaptability, flexibility and resourcefulness. Must share the belief that people can change and individuals in need deserve quality services and an opportunity to succeed. Familiarity with relevant state and federal laws. Must have and maintain a valid CT driver's license and reliable transportation. Bilingual (English/Spanish) preferred.

RESPONSIBILITIES

- Assists the Program Manager in the implementation of all program services and staffing including maintaining a safe, secure, gender-responsive, trauma-informed, linguistically appropriate and culturally sensitive environment; ensure fidelity to program model.
- Oversee day to day operations and staff.

*Assistant Program Manager
REGIONS-Site Secure*

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- Develop and maintain standards for program policies and procedures including supervision and monitoring of youth.
- Establish and maintain local educational connections and assist with family and youth empowerment, with particular focus on educational advocacy. This includes:
 - Serving as the contact and facilitator between the youth and prior education program to obtain most current records, identifying educational gaps and services needed, and assisting families with school reintegration, including participating in school based meetings.
 - Collaborating with clinical staff and the REGIONS-Site Secure education provider to develop individualized education plans.
 - Providing vocational planning, and/or exploring post-secondary education options for/with the youth, as appropriate.
 - Maintaining regular and open communication with the youth's Probation Officer regarding educational progress, challenges and successes.
 - Analyzing and evaluating the accomplishment of program objectives.
- Assist in managing staff recruitment, retention, evaluation, development and trainings in compliance with agency/funder requirement.
- Provide ongoing leadership and supervision for direct reports including facilitation of staff meetings and conducting monthly supervisions to discuss performance and professional development.
- Serves as a role model to participants and staff modeling pro-social behaviors.
- Perform quality assurance audits to ensure program compliance with all standards.
- Ensure that the program's physical environment is clean, safe and supports a therapeutic community setting.
- Respond to after-hours calls, including evenings, weekends, and holidays as needed, on a rotating on-call basis.
- Establish and maintain professional boundaries with all staff, youth and providers.
- Work collaboratively with internal and external providers.
- As requested, interact with other community-based agencies.
- Analyze and evaluate the accomplishment of program objectives.
- Collect and input data into the PBS (Performance Based Standards) system.
- Adhere to and maintain PREA (Prison Rape Elimination Act) standards, policies and practices.
- Comply with all funding and reporting requirements.
- Assume Program Manager duties, as needed.
- Participate in all required trainings.
- Perform all other duties as required.

Apply:

Email: jobs@cpa-ct.org (MS Word documents only)

Fax: (860) 967-3280

ONLY CANDIDATES SELECTED FOR INTERVIEW WILL BE CONTACTED.

An Equal Opportunity Employer Committed to Affirmative Action

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