

Job Description

Title: Program Specialist, Smith House
Reports to: Program Manager, Smith House
Classification: Exempt, Salaried
Hours: Full-Time (typically 10a-6p with flexibility to include occasional weekend, on-call, and other hours to meet the needs of the organization)
PAY Range: \$39,520 - \$45,760, dependent on experience and education
Work Week: Monday 12:00 AM to Sunday 11:59 PM (TYPICALLY 10AM-6PM, WITH ON-CALL ROTATION REQUIRED AND EMERGENCY STAFFING EXPECTED)
Required to Transport Clients? Yes
Required to Drive in the Course of Conducting Business? Yes
Supervisory Responsibilities? No

Background

Since 1975, Pendleton Place (PP) has been a place of safety and comfort for children hurt by abuse and neglect. PP is committed to innovative approaches that will establish communities where children are safe, families are strong and victims become whole again.

The Pendleton Place residential programs offer a safe, loving space to youth who cannot live safely at home. Our Smith House program provides a safe and comforting home for teenagers in foster care with a focus on independent living preparation. Our Smith House Alumni Cottage provides a transitional, safe, and goal-oriented landing spot for foster care alumni of Smith House. In addition to basic needs, our residents in both programs are provided with counseling services, structured educational support, life skills training, financial literacy classes, civic engagement, and other hands-on opportunities aimed at preparing youth for successful, independent living after safe exit from foster care.

Position Summary

The *Program Specialist, Smith House (PSSH)* assists the *Director, Residential Services (Director)* and the *Program Manager, Smith House (PMSH)* in the coordination, organization, and support of the resident needs and department operations related to the residential clients in the Smith House (SH) and the Smith House Alumni Cottage(s) (SHAC).

This position is a key member of the Residential Services team, collaborating extensively with the Director, the *Residential Programs Administrator (RPA)*, and the PMSH to help implement program directives and contract compliance, with a special emphasis on independent living preparation with teens and young adults housed at SH (foster care) and the SHAC (foster care alumni). The PSSH will collaborate with SH team members to address residents' needs and provide emotional, educational, and employment support, offer mentorship, and assist with goal completion and preparation for youth to successfully transition out of foster care through individualized plans (i.e., CCPs, etc.) and group activities/facilitations. The PSSH reviews, analyzes, and evaluates all available resident information to develop an effective, appropriate plans that target key outcomes aligned with specific needs, pursuant to an intake, planning, and implementation process that leads to the achievement of safe, stable self-sufficiency for youth. The PSSH delivers services that enhance emotional, physical, and social well-being, including life skills training, and conflict resolution.

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Topics included in self-sufficiency and independent living planning for SH and SHAC residents include the following efforts to ensure that youth attend independent living (IL) sponsored activities such as conferences, leadership retreats, sibling camps, and IL Youth Association youth groups that address (but are not necessarily limited to):

- Behavior Management
- Health Education and Risk Prevention
 - Teach basic cooking and health promotion
- Housing Education and Home Management
- Academic Support
 - Assist with college preparation
- Career Preparation
 - Help establish effective employer relationships
- Budget and Financial Management
 - Use experiential learning to build skills and knowledge (i.e., clothes shopping, car insurance selection, etc.)
- Family Support and Healthy Relationship Education
- Religious Activities
- Transportation
 - Practice with residents for permits/SCDL

The PSSH will also assist the Director, PSHH, and YMs in completing required documentation/plans in extendedReach, providing referrals for community supports, communicating effectively with all parties regarding plan progress and challenges, and advocating for resident needs and rights. The PSSH will be expected to assist with the logistics of all self-sufficiency plans, to include transport to education and employment, assistance with or oversight of meal preparation, client daily routines, etc.

The PSSH is responsible for attending regular trainings and monthly program meetings to support the goal of working in a team-oriented environment. The PSSH will embrace the agency's mission, adhere to its values, maintain the confidential nature of the agency's services and perform the duties of the position as assigned in a professional manner.

Essential Functions of Position

Note that these tasks are illustrative only; to carry out the day-to-day functions of the job, other duties may be performed. The omission of specific statements of duties does not exclude them from the position of the work is similar, related, or a logical assignment to the position.

Program Support

- Design plans for SH and SHAC residents (hereafter, "residents") to support educational achievement and school continuity, access to employment preparation and jobs, personal financial education, competency and security, and sources of encouragement to save and start to accumulate assets.
- Deliver services in accordance with Council on Accreditation standards to build skills and offer supports that lead to self-sufficient, healthy, productive, and stable adult lives.
- In collaboration with the residents, develop individualized plans that addresses the attainment of foundational, short-term, achievable outcomes that lay the groundwork for longer-term positive outcomes
- Regularly review and update the plans, tracking resident progress toward improved outcomes
- Coordinate with partner agencies and community providers to ensure referrals are properly made and to assist residents in mitigating crisis situations and meeting goals
- Provide direct assistance to residents as they navigate challenges (i.e., attending meetings, doctor appointments, driving tests, etc.)

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- Coordinate and/or provide occasional transportation to residents in order to support their plan goals
- Lead independent living skills sessions for program participants and assist to coordinate peer support groups as called upon
- Work proficiently with diverse populations and accommodate special needs, as appropriate, to ensure effective service are provided
- Demonstrate problem solving, critical thinking, and time management skills
- Work independently and effectively without daily supervision
- Ensure all residents understand their rights and maintain the highest protections for client privacy and confidentiality
- Assist the Director in quality improvement efforts; participate in data management meetings, review provided performance data, and ensure client satisfaction surveys are delivered on a consistent basis
- Provide short-term counseling or coaching with residents to address trauma and daily issues impacting youth who have experienced trauma.
- Coordinate and provide as necessary transportation for residents
- Participate in regularly-scheduled case planning staffings.
- Attend and participate in regularly-scheduled in-service training staff meetings. A minimum of fourteen hours of field-related training must be achieved each licensing year. Must pass Therapeutic Crisis Intervention training.
- Help YM maintain order and neatness in the home, yard, and vehicles. This may include laundering clothes for donation closets. The facilities should be ready for unannounced inspections at all times.
- Assist the ED, Director, PEM, and the program managers with meeting all applicable DSS contract requirements, South Carolina licensing regulations, COA standards, grant requirements, and contract expectations; assist with preparing for and conducting all compliance site visits.
- Assist the Director and PMSH with menu planning, food inventory management, and grocery shopping as needed
- Provide assistance with floor team (YM) duties:
 - While on the floor, perform the following:
 - Monitor educational, medical and hygiene needs, and teach independent living skills to prepare youth leaving Pendleton Place programs.
 - Supervise youth at all times during awake hours.
 - Understand and appropriately implement the use of Agency behavioral tools (e.g. TCI, ICMP, Operations Handbook, Resident Handbook)
 - Remain proficient in use of Agency software, Extended Reach, HMIS, and maintain accurate and complete documentation, files and forms
 - Provide program managers timely documentation of observed behaviors to enable appropriate case management decisions.
 - Demonstrate an understanding of working with traumatized youth and trauma-based behaviors and be prepared to engage in short term conferencing as needed.
 - Distribute medication and document information in medication log as trained.
 - Train in and demonstrate the ability to utilize Therapeutic Crisis Intervention's de-escalation techniques and physical interventions. Must maintain a score of 80 or above.
- Perform other duties as required and/or requested by Director, PMSH, RPA

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Qualifications

Minimum *REQUIRED* Qualifications

- An earned Baccalaureate degree from an accredited university or college in psychology, social work, public health, education or a related field to include but not limited to, criminal justice, rehabilitative counseling, elementary or secondary education field, with 4+ years of related experience required
- Experience/familiarity working with high-school aged youth and young adults
- Experience/familiarity working with curriculum development and training
- Experience/familiarity with maintaining compliance with state, federal, and national bodies
- Excellent documentation
- Ability to work cooperatively as a team member
- Ability to follow written and oral directions
- Fierce commitment to diversity, equity, and inclusion
- Physical ability to lift and carry 50 pounds
- Valid South Carolina driver’s license
- Satisfactory criminal history and background check determination (Child Abuse and Neglect Central Registry and/or out-of-state equivalent, Sex Offender Registry, Motor Vehicle Registration, and others)
- Thorough knowledge of community resources and social service agencies
- Ability to exercise sound judgment and discretion in interpreting and applying various procedures and guidelines
- Given that most duties are time sensitive, the RPA must be able to perform all duties in the timeframes required by contracts, DSS licensing, FYSB, COA, or other internal guidelines established by the Director and ED
- Will have or will obtain CPR/First Aid Certification

Desired Qualifications

- MSW or closely related graduate degree
- Advanced child welfare or trauma training
- Dual experience in residential programs serving youth in foster care and those experiencing homelessness

Physical Demands				
Stand	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Lifting Requirements				
10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A

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> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Pushing and Pulling Requirements				
12 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Definitions				
N/A	Not Applicable	Activity is not applicable to this occupation		
O	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)		
F	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)		
C	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)		

The organization has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your At-Will employment, and the organization reserves the right to change this job description and/or assign tasks for the employee to perform, as the organization may deem appropriate.

I _____ have read and understand this job description and agree that I am able to perform the essential functions outlined in this job description. I understand that failure to provide information or omission of information pertaining to my ability to meet the requirements of the job or my inability to perform the essential job duties will be cause for immediate termination of employment, regardless when or how discovered.

Employee Signature: _____

Date: _____

Hiring Supervisor Signature: _____

Date: _____

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