

Family & Children Services (F&CS) Job Description

Job Title: Director, Independent Living Program

Supervision: Works under the direction of the Director of Behavioral Services

Agency: Family & Children Services (F&CS) has served Santa Clara and San Mateo counties since 1948. Through a range of health and human services, we strive to build strong, safe, and self-sufficient individuals, families, and communities. Each year, more than 7,000 children, youth, and adults are supported through counseling, family violence and abuse prevention, substance abuse, financial education, and other supportive services.

Summary: ILP is an Independent Living Program designed to assist current and former foster care and probation youth (ages 16-21) in becoming successful adults. ILP focuses on seven Core Competencies: Education, Career Development, Assistance and Referrals to Promote Health, Referrals to Mentors and Mentoring Programs, Daily Living Skills, Financial Management, and Housing Information. Services will be provided through case management, classroom-based workshops, hands-on and web-based learning opportunities, field trips, work tours, Internet resources, mentoring and Peer Mentoring, and internship opportunities. ILP is designed to provide a system of care connecting clients with staff, community resources, and a personal Circle of Support.

Responsibilities:

- Overall management of the Independent Living Program, including staff supervision, program recruitment, budgeting, events and workshops, outreach, and establishing community relationships which support the program
- Using an established client-based Case Management Model, responsible for a system of care which leverages existing and new resources to engage program youth, staff, and community partners to support full integration of youth into both the economic and social fabric of the community
- Responsible for developing and maintaining strong working relationships with key strategic partners, including youth, social workers, probation officers, caregivers, biological parents and relatives, mentors and Child Advocates, foster parents, educators, and other community agencies and partners
- Responsible for ILP staff supervision, evaluation, hiring, and termination
- Ensure that the entire ILP system of care integrates Breakthrough Series Collaborative activities and learning and system-wide involvement; involvement with Breakthrough Series Collaborative activities and efforts
- Emphasize and foster the development of ILP client leadership opportunities throughout the system of care, including the Youth Advisory Board (YAB)
- Oversee all services designed to support Core Competencies, including individual and group sessions, classroom-based workshops and hands-on learning opportunities, guest speakers, field trips, work tours, and Internet resources
- Responsible for coordination of youth/adult mentoring opportunities and oversight of ILP Peer Mentoring program.

- Responsible for oversight of summer jobs, internships, and part-time employment opportunities for ILP participants and graduates
- Responsible for oversight of barrier-free access to Transportation to ILP-related events, workshops, and opportunities
- Oversee maintenance of client charts, ILP database, and other program documentation; oversee ensure session and case management documentation process, based on contractual requirements and case management best practices
- Support ILP direct service activities, including workshops, group outings, work tours, field trips, and celebrations; periodic facilitation of workshops and activities, including preparation of support material
- Serve as primary ILP liaison in partnership with the Santa Clara County Department of Family & Children Services, including primary participant in youth Emancipation Conferences

Requirements:

- Must have 4 years experience working with or serving foster youth, probation youth, and/or Transition Age Youth (ages 16-21)
- Ideal applicant will have professional and/or personal experience related to target beneficiary populations, particularly foster care and probation-involved youth
- Cultural competencies strongly emphasized: ideal applicants will demonstrate professional and/or personal experience with a variety of racial, cultural, linguistic, sexual identity, disability, and recovery populations
- Bilingual applicants encouraged to apply
- Must have a Master's in Social Work (MSW) or comparable Master's-level education
- Must have at least 2 years experience of program or service management or supervision
- Prefer knowledge of Child Welfare and Juvenile Probation policies, procedures, and governing legislation
- Once hired, must complete 30 hours per year of training in adolescent development, leadership skills building, drug and alcohol, GLBTQ and other cultural and language training, and ILP-related training
- Once hired, must attend ILP Annual Conference
- Must have and maintain current California driver's license

Please send your resume and cover letter to hr@fcservices.org.