

JOB DESCRIPTION

April 2020

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

Program Manager, Independent Living Program

General Purpose:

The Program Manager, Independent Living Program (ILP) is responsible to the County Superintendent and works under the direct supervision of the assigned supervisor.

Under the direction of an assigned supervisor, this position works lead and manage the Independent Living Program for foster youth living in and/or dependents of Placer County. The Program Manager would lead the day to day implementation of the Independent Living Skills Program including building relationships with eligible and participating transition-aged youth, caregivers, social workers, probation officers, and other county and school personnel; supervising the program staff; providing transition and college/career readiness support for participating youth; and monitoring program outcomes.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Under the direction of the assigned supervisor, lead the development and implementation of the ILP.
- Establishes and maintains clear communication and cooperative working relationships with all Children's System of Care staff, including social workers, probation officers, and county partners; foster youth caregivers, including resource parents, group home staff, and relative caregivers; and the education and workforce communities.
- Supervises and provides training and coaching to assigned staff; reviews work to assure compliance with established standards, requirements and procedures; and assures employee understanding of established requirements.
- Assist with development and implementation of Federal, State and Local Programs serving foster and other at-risk youth.
- Assists with and oversees data reporting to local, state, and federal funding sources
- Ensures program effectiveness, efficiency, and compliance with County Board Policies, Superintendent Policies, state and federal laws, regulations and contractual agreements.
- Attend and participate in a variety of meetings and conferences focused on outcomes for foster and at-risk youth.
- Maintain and oversee program budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Maintain current knowledge of Federal, State and Local Regulations related to foster youth services, career readiness, and rehabilitation services.
- Perform related duties as assigned.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.
- Must have access to reliable transportation for travel throughout the county.

PROGRAM MANAGER, INDEPENDENT LIVING PROGRAM /PAGE 2

Education:

- A Bachelor's degree in education, social work, psychology, or related area is required.
- A Master's degree in education, social work, psychology, or related area is preferred.

Experience:

- History of successful collaboration with county and community partners, including child welfare, mental health, and probation services preferred.
- History of successful direct support experience with at-risk children and youth.
- Experience in supporting the implementation of complex programs for Foster, Homeless, at risk and other high need youth, children and families.

Knowledge, Skills and Abilities:

- Knowledge of and familiarity with the unique needs of transition-aged youth.
- Knowledge of the workings of governmental agencies, such as child welfare, probation, and human services.
- Knowledge of and familiarity with the needs of at-risk youth.
- Knowledge of Multi-tier Systems of Support philosophies and practices.
- Knowledge of effective implementation research and practices.
- Skills required for strong communication and organization.
- Ability to understand and carry out oral and written instructions.
- Ability to gather, collate and/or classify data.
- Ability to establish and maintain cooperative working relationships when working with others.
- Ability to problem solve to analyze issues, create plans of action and reach solutions.
- Ability to facilitate training for adults.
- Ability to comply with program goals and deadlines.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office environment, continuous contact with staff and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.

PROGRAM MANAGER, INDEPENDENT LIVING PROGRAM /PAGE 3

- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.


Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary. The Placer County Office of education is an equal opportunity employer.

FLSA Status: Non-exempt


Employee Group: Management

Salary Grade: Level 14

Reviewed and Approved:

Superintendent: 

Date: 4/29/2020

Human Resources: 

Date: 4/28/2020