**ProgJob Title:** Director of Transition Services

**Employment Type:** Full Time

If you have a powerful desire to help others and positively impact the lives of youth, emerging adults, and families who have experience with the Michigan foster care system, you should join The New Foster Care’s (TNFC) team. Our mission is to make a transformative change in the Michigan Foster Care system and a measurable and meaningful impact in the lives of youth who have experienced foster care. TNFC’s mission is accomplished through partnering with the State and local agencies to develop, fund, and implement innovative pilot programs; researching and advancing policy and legislative action in the best interests of Michigan’s children; and providing direct service programs that change the trajectory of youth with experience in foster care.

TNFC’s main transition service program, The Bridge, serves youth and emerging adults (ages 14 to 29), assisting them to achieve greater self-sufficiency and attain their goals along five life transition domains (Employment & Career, Living Situation, Educational Opportunity, Community Life Functioning, Personal Effectiveness & Wellbeing). The program model utilizes a treatment team approach, with a Transition Navigator, Personal Wellness Coach, and Peer Support Specialist, all assigned to assist the client on their journey.

**Job Summary:** The Director of Transition Services is responsible for ensuring the successful day-to-day operation of all TNFC transition services programs, delivery of quality services to clients, and development/expansion of programming to meet the needs of the population served. The ideal candidate for this role will have proven experience developing, implementing, and growing a program across counties; defining program goals and outcomes; and maintaining fidelity to the underlying program model. The Director of Transition Services will be responsible for defining, collecting, and analyzing data points to ensure programs are meeting identified milestones and outcome expectations. In addition, the Director will manage program staff, providing appropriate training, case assignment, and performance evaluation.

Minimum Qualifications:

Education, Experience, and Licensure:

* Master’s Degree in Social Work, Human Services, or a related field (State of Michigan full licensure required).
* 5 years’ experience in child welfare or related field. 1 to 3 years’ supervisory experience.

Qualifications & Skills:

* Powerful desire to help others and positively impact the lives of youth, emerging adults, and families.
* Ability to provide culturally competent services that show sensitivity to the service population’s cultural and socioeconomic characteristics.
* Ability to lead others to achieve goals and outcomes, and manage multiple initiatives at one time.
* Ability to interact and communicate both verbally and in writing with youth and emerging adults with serious emotional disturbances, parents, foster parents, caregivers, schools, other staff, physicians, county agencies, other health care and social services providers and the public.
* Ability to deliver clear and concise documentation.
* Ability to make appropriate linkages to community resources, especially related to the mental health, education, medical and social services fields.
* Ability to work well under stressful situations.
* Ability to work creatively and effectively in a fast paced, enthusiastic, and team-oriented workplace.
* Ability to work a flexible schedule that allows for support to clients during non-typical business hours, if needed.
* Ability to drive to and from client homes in the Metro Detroit area in personal vehicle.
* Demonstrated understanding of barriers to community functioning and indicated rehabilitation interventions.
* Demonstrated leadership, organization, and management skills.
* Demonstrated ability to screen for risk behaviors and needs of clients visually and audibly.
* Demonstrated understanding and knowledge of county agencies preferred.
* Demonstrated computer skills and ability to document progress notes within a data base.

Essential Duties and Responsibilities:

* Maintain collaborative, effective working relationships with service providers, stakeholder groups and key funding bodies to ensure coordination of services.
* Coordinate intake, case acceptance and assignment. Ensure case assignments are made in a fair and equitable manner, matching client needs and preferences to Navigators as appropriate.
* Manage difficult or emotional client situations; respond promptly to Navigator needs; respond to requests for service and assistance; meet commitments; maintain confidentiality.
* Ensure effective operations through selection, training and orientation of new staff.
* Provide appropriate supervision to staff and interns as indicated by program policy, ensure coverage and availability of services. Work to build a cohesive team and maintain positive staff morale.
* Attend mandated trainings and keep logs of all staff attended trainings.
* Assure compliance with all program requirements and successfully complete all audits. Design and develop program procedures to ensure staff comply with all relevant legislation, professional standards, and organization policies and procedures.
* Maintain awareness of current trends and best practices. Recommend changes in agency policies and practices when appropriate.
* Assist the Director in developing annual program budget, manage program budgets and prepare finance notes. Monitor program spending for youth and to ensure that resources are utilized in a cost-effective manner.
* Maintain, enhance, and develop collaborative, effective working relationships with local stakeholder groups, local and statewide partners, and key funding bodies to ensure coordination of services.
* Attend community, State, and stakeholder groups to promote the Agency and services and participate in leadership positions as appropriate.
* Analyze output and outcome data for program improvement and enhancement. Evaluate reports and recommend improvements to program operations.
* Demonstrate accuracy and thoroughness; apply feedback to improve performance; monitor own work to ensure quality.
* Ensure The New Foster Care services and initiatives are operated and implemented in an effective, client focused environment.
* Coordinate all necessary documentation, reports, and analyses for Executive Staff and/or Administration as required. Apprise the Executive Director of any critical incidents and participate in investigations and corrective actions as required. Monitor existing program and services to ensure that consumers needs are met. Recommend and develop new programs, or enhance existing programs as needed.
* Write program updates and share website/social media promotions of events and resources.
* Identify, evaluate, and pursue organization program opportunities and submit grants as needed.
* Computer Skills: To perform this job successfully, an individual should have knowledge of Microsoft Office, Salesforce, Internet Explorer and/or other web browsers. Comfortable with learning new technology and use of social media.
* Perform other duties as assigned by TNFC Executive Director and/or Board of Directors.

Additional Work Requirements:

* Valid unrestricted driver's license, with proof of current registration and automobile insurance; reliable personal transportation suitable for safely transporting program participants required.