

Job Posting

Position Title: Program Manager-Permanency Resource Center

Agency: Community Action Partnership

Classification: Exempt

Agency:

Community Action Partnership for Madison County Inc. is a nonprofit human services agency that serves Madison, Herkimer and Oneida counties. The agency has programs funded by New York State, federal, and Madison County grants. Some of the primary programs offered by the agency are Healthy Families, Early Head Start, WIC, and Housing.

JOB SUMMARY:

Provide effective evidence based services to post-adoptive, post-guardianship and kinship families. Collaborations with other agencies and local legal resources are encouraged.

JOB DUTIES:

- Oversee all aspects of the operation of the Permanency Resource Center Program in Chenango and Oneida Counties.
- The Program Manager will review client intake applications, assessments and progress of clients.
- The Program Manager will oversee the supervision of staff.
- The Program Manager may carry a case load.
- The Program Manager should be available on a daily basis to offer support and guidance.
- The Program Manger will review and approve any case open for more than 12 months from the date of intake and review these cases every 3 months.
- The Program Manager will be responsible for reports, date management, evaluation of performance outcomes and standards.
- The Program Manager will coordinate and implement support groups and educational sessions for parents, caregivers and children.
- Ability to attend out of town meetings and trainings as required. Occasional evenings and weekend activities/events.

QUALIFICATION AND SKILLS:

- Master's degree in Social Work, Psychology or Human Services is required.
- Must have a valid driver's license evidencing a safe driving history and a reliable vehicle.

Candidates must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check. If you are interested in being considered for this position, please submit your resume and cover letter to: HR@capmadco.org. CAP is an EOE/AAE.