

PROJECT DIRECTOR (FOSTER CARE PREVENTION PROGRAM)
(Town of Greenburgh)

GENERAL STATEMENT OF DUTIES: Supervises and undertakes program planning and development for a community-based project to provide preventive services to families whose children are at risk of foster care placement; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the administrative supervision of the Fairview Community Center Executive Director, an incumbent of this position is responsible for setting up and implementing a pilot project to address the support needs of families whose children are at risk of foster care placement. Position also supervises the daily activities of the project staff to ensure appropriate casework services are being implemented; designs, develops and coordinates the operational changes to improve services; establishes outreach program to inform community residents of the project objectives and goals. Supervision is exercised over professional and clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Prepares guidelines for implementing project objectives;

Supervises initial evaluation of clients need for services and preparation of case management plan by project staff;

Reviews cases to determine need for changes in service plan;

Works in conjunction with the Department of Social Services as relates to client referrals;

Reviews UCR (Utilization Case Review) forms completed by staff prior to submission to the Department of Social Services;

Sets up public relations program to inform community residents about the project.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern principles and practices in the field of social casework; good knowledge of supervision and management; good knowledge of community-based support services; ability to identify potential project problem areas and to formulate and recommend workable solutions; ability to maintain objectivity in dealing with others who may be under emotional stress; ability to supervise staff; good judgment; tact; integrity; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPEIENCE: Graduation from a recognized college or university with a Bachelor's Degree in Behavioral Sciences, Psychology, Social Work, or related field and two years of social work experience.