



Program Supervisor - Mother Child (1817)

***Sign-On Bonus**

Take advantage of our new sign-on bonus. Center For Family Services is a place where you can be part of a dynamic, top workplace team dedicated to improving lives. When you apply and get hired, you are eligible for a \$500 sign-on bonus.

Organization Overview:

About Employment at Center For Family Services Apply and get hired at Center For Family Services, a leader in the non-profit sector and named as a top workplace in the region since 2010. As part of our team, you will be recognized as our most valuable resource. Our staff balance best practices with personalized care. Together our team makes a positive difference in the lives of people in need. If you are interested in a rewarding career, Center For Family Services is a great place to grow as a professional. For more information about our top workplace, please visit Center For Family Services website at www.centerffs.org.

Position Summary:

The Residential Program Supervisor manages the supervision of staff and oversees direct service activities. This position is an excellent opportunity to be part of a program that works closely with youth and families to provide diagnostic assessment, counseling, educational services, social skills training, and job readiness training.

Duties and Responsibilities

- Train/supervise staff and document to ensure that quality services are provided.
- Responsible for the day to day operations of the facility.
- Assist staff and residents to ensure services are provided (engagement of staff/residents)
- Update policy and procedure manual and emergency binder.
- Complete reports and funding/grant request as required. Ensure statistical data is collected.
- Monitor and review all client files to ensure all documentation, notes and forms are complete.
- 24-Hour back up support for emergencies
- Rotating On Call (once per month based on staffing)
- Collaborate with community service providers
- Create monthly schedules to ensure all shifts are covered.
- Duties to ensure the success of the program

Requirements

- Certified Social Worker (CSW) or equivalent certification, if applicable
- Bachelor of Social Work (BSW) degree or related field, or extensive experience

- Must have experience in a residential setting
- Supervisory and Program Administration experience
- Current driver's license with a good driving record of at least three years
- Vehicle with current insurance and registration

Location: Woodbury NJ

Work Week / Schedule: Monday thru Friday and a possibility of some weekends included

Salary range: \$55,000 to \$58,000 annually

Benefits:

At the Center for Family Services our employees are our greatest resource and we are committed to investing in our staff. We offer a competitive benefits package as well as ongoing resources that will support staff on their personal and professional journey.

- Excellent paid time off (PTO) program, including vacation, sick, personal, and holiday
- 401k Plan
- Medical insurance plan options
- Dental & Vision Insurance
- Prescription Insurance
- Life Insurance
- Flexible Spending Accounts
- Health & Wellness Activities
- Ongoing Training & Professional Development Opportunities
- Opportunity for advancement

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How to apply:

<https://centerffs.e3applicants.com/careers/Program-Supervisor--Mother-Child-1817-4083>

Disclaimer Many positions require motor vehicle record evaluations and medical clearances. Center For Family Services is an equal opportunity employer offering competitive salaries and excellent benefits packages.