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**Job Title:** **Regional ILP Manager** (5 Positions located in Richmond, Northern Virginia, Tidewater, Lynchburg, Abingdon/Blacksburg)  
**Department:** ILP Grant  
**Reports to:** Project Director

### **SUMMARY**

Provide successful leadership and direction to the assigned regional Independent Living Program Committee and regional Foster Youth Advisory Council to meet documented goals and objectives of the program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Provide leadership to the assigned regional Independent Living Program Committee and regional Foster Youth Advisory Council to meet documented goals and objectives.

Implement recommendations and action plans as established by initial and follow-up assessments. Develops and implements short-term and long-term plans to assist with the objectives of the grants.

Coordinates and implements activities of the regional Independent Living Program Committee and regional foster youth advisory council.

Develops and administers contracts on behalf of assigned regional Independent Living Program Committee and youth advisory council; works with the assigned regional committee and youth council to assess status and needs and recommends plan to meet identified needs.

Partners with the Virginia Department of Social Services' Child Protective Services, Foster Care/Adoption, and Resource Family Specialists as needed on assigned projects.

Assist in carrying out state Virginia Youth Advisory Council quarterly conferences.

Provides technical assistance to assigned local departments of social services on Virginia's Independent Living Program, the Education and Training Vouchers Program, the National Youth and Transition Database, the Child Systems Services Transformation Practice Model for older youth, Family Find, and implementing the Ansell-Casey Life Skills Assessment into service planning for older youth.

Presents regionally at identified meetings; represents the program to professional organizations and community groups regarding assigned programs.

Coordinate technical trainings to assist DDS and other community agencies to meet the objectives of the grant. Conducts presentations and promotes project, and other ILP engagements to advocate for the community needs of the grant.

Implement appropriate project evaluation and reporting mechanisms; assists with the revision of program objectives and evaluation criteria.

Develop effective professional relationships to obtain cooperation and participation of diverse parties in project activities, and plans a comprehensive foster youth and staff development program.

All other duties as assigned.

**Minimum Competencies Required:**

Knowledge of standards and requirements for assigned programs particularly as it pertains to Virginia's Independent Living Program, Education and Training Vouchers Program, National Youth and Transition Database, Child Systems Services Transformation Practice Model for older youth, and Ansell-Casey Life Skills Assessment.

Directly supervises volunteer staff and foster youth.

Knowledge of federal and state laws, regulations and policies affecting permanency and educational needs of foster youth.

Pertinent laws, regulations, and guidelines relevant to clinical services and operations.

Knowledge of current issues pertaining to foster youth in relation to the juvenile justice system, education, substitute care providers, and group home operators.

Knowledge of research and development techniques in the field of education and social work as it pertains to foster youth.

Standard and accepted program implementation and monitoring procedures to ensure that assigned activities fall within best practices parameters and consistent with ILP goals/objectives.

Proven ability to speak publically, train for large groups.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree from an accredited college or university with a degree in social work or related discipline with 3 to 5 years related experience; a Master's degree is preferred.

**MANAGEMENT AND LEADERSHIP SKILLS**

Establish over-all professional direction for assigned department, program(s), and area of responsibility. Create and support a positive workplace of motivated professionals participating in an on-going growth and learning environment. Support and communicate the Agency's vision and mission. Act promptly to effectively manage crisis situations or correct customer service issues. Motivate and inspire others to do their best work; model appropriate work values and behaviors. Establish and monitor objectives and timeframes to maximize individual and team effectiveness and success. Effectively plan, organize, lead, and control assigned resources. Ensure assigned program/department is compliant

with and falls within the parameters of authorized fiscal appropriations, licensing and COA requirements. Effectively prioritize, manage and accomplish multiple tasks/functions in an organized and effective manner; effectively delegating tasks and managing resources to ensure accountability for results.

**CERTIFICATES, LICENSES, REGISTRATIONS, TRAININGS**

Possess valid driver's license with acceptable driving record and proof of automobile insurance coverage. Multiple mandatory trainings are required dependent on position and program. Refer to UMFS Learning Institute plan.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office space provided with sufficient supportive equipment. Frequent travel required including overnight. Some weekend and evening work required. The noise level is usually moderate. This is a drug free environment.

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**EOE**