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**Job Title:** Program Director - Leland House (Fairfax County)  
**Department:** Residential Services – Leland House  
**Reports To:** Division Director of Residential Services

**SUMMARY**

Directs, organizes, coordinates and supervises crisis center staff by performing the following duties personally or through subordinate supervisors. Functions autonomously as the primary administrator fulfilling the roles and responsibilities to successfully operate a Residential Crisis Center.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Responsible for the administration, organization, compliance, and leadership of the Residential Crisis Center.

Responsible for day-to-day compliance with the Standards for Interdepartmental Regulations for Children’s Residential Facilities, the DMHRSAS Module, and Human Rights Regulations.

Collaborates with county liaison on issues related to the Center’s operation. Responsible for the successful resolution issues.

Responsible for admission and discharge decisions.

Responsible for community relations with neighbors, caseworkers, and other local stakeholders.

Supervises and assists crisis center staff through individual and group conferences in analyzing crisis center problems and developing solutions.

Provides ideas and assists the coordination of recreation for the center’s residents.

Coordinates the QI process and provides outcome data.

Ensures the compliance of all licensure, county, COA and CORE regulations.

Responsible for the coordination of the Utilization Management function in the center.

Directs food services coordinator in analyzing food and supplies problems and developing solutions.

Assists in developing and implementing program policies, regulations and procedures.

Coordinates and oversees the training of new and existing staff.

Participates in on-call duties.

Inspects program operations and cottages to ensure the program meets licensing and agency standards and procedures criteria.

Participates as a full Administrative Team member in weekly team meetings and in evaluations of other team members. Coordinates and chairs team meetings, on a rotating basis, encouraging participation of all team members.

Participates in required and voluntary education, workshops and training.

#### **SUPERVISORY RESPONSIBILITIES**

Manages five subordinates directly and 12 to 15 indirectly in the center. Responsible for the overall direction, coordination, and evaluation of these employees. Also directly supervises one non-supervisory employee. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### **EDUCATION and/or EXPERIENCE**

A master's degree in social work and LCSW, counseling and three years work experience with children plus one or more years experience in a youth residential facility.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Current valid driver's license with acceptable driving record and proof of auto insurance. Current certification in First Aid, CPR and restraint training. LSCW or LPC.

#### **ESSENTIAL PERSONNEL DESIGNATION**

This position has been designated as an Essential Personnel position by the Agency. This means that the duties and responsibilities of your position are essential to the safe and secure operation of the agency or the program in which you work. As an essential employee, you shall be responsible for getting to work or remaining at work as needed during times of buildings and grounds breakdowns, extreme weather conditions or natural disasters.

**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.

Exposure to conflict and/or hostile situations. Periodic travel including transportation of students in personal or agency vehicle is required. Some overnight travel may be required. The noise level in the work environment is usually moderate to loud. This is a drug free work environment.

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**EOE**