



Position Description

Residential Services Coordinator

Reports to: Gracehaven Director
Job Status: Full Time
Classification: Exempt

Position Summary

The program coordinator oversees the residential program services of Gracehaven. This position will supervise all residential staff. This position is responsible for the budget, audits, licensing requirements, and keeping up with the Ohio Administrative Code for group homes.

Specific Requirements - Administrative 75%

- Recruiting and supervision of all residential staff
- Prepare help wanted ads as necessary and interview applicants to fill staff vacancies
- Initial orientation and training of new staff
- Provide evaluations and guidance to staff
- Maintain and update program records including budgets, audits, client records and staff records
- Cooperate with the Administrative and Development staff in the writing and submission of grants and contracts for ongoing programming
- Cooperate with Administrative staff to keep up policies and procedures as written in the Ohio Administrative Code for state licensure
- Provide ongoing training and resources to staff
- Host monthly staff meetings
- Provide staffing schedule to ensure 24/7 coverage as well as emergency coverage Be on call for emergency situations in the residential program
- Attend monthly CORRC meetings (as time permits)
- Attend monthly administrative staff meetings in Columbus

Specific Requirements – Direct Service 20%

- Assist residential staff in ongoing client intervention and care as needed as described in the Residential Assistant Position Description
- Respond to client grievances as requested

Specific Requirements – Counseling of Staff for Secondary Trauma 5%

- Train staff in self care • Provide materials and resources to staff in need of care due to secondary trauma • Be attentive to the needs and stressors of staff • Provide onsite debriefing to staff as needed

Qualifications

- Minimum Education includes: Degree in Social Work, Public Administration, Public Policy, Non Profit Business or Public Health.
- Licensed Social Worker in the State of Ohio. Prefer LISW-S or LISW. LSW minimum
- Previous experience in a residential facility is not required, but a strong preference will be given to such applicants
- At least 3 years experience working with trauma victims and at risk youth is preferred
- At least 3 years experience in supervision of staff is a plus

- Demonstrated knowledge of Financial Administration, Program Evaluation, Human Trafficking, Post Traumatic Stress & Anxiety Disorders
- Experience in organizational behavior
- Strong leadership skills
- Strong written and verbal communication skills
- Experience with effective public speaking/ training
- Highly organized and detail-oriented
- Knowledge of or experience in crisis intervention
- Knowledge and experience with secondary trauma
- Knowledge of TLC program or TLC certified a plus
- Knowledge of Substance Use Disorders is a strong plus
- Must be proficient in Microsoft software; Knowledge of Apple OS X a plus
- Willingness to uphold and support mission of Gracehaven
- Successfully complete a criminal FBI/BCI background check including fingerprinting prior to work
- Must be willing to submit an ODJFS Form 1390 confirming absence of any medical condition(s) that would prohibit ability to adequately care for children
- Possession of current certifications or willingness to undergo necessary training to obtain certifications in Red Cross First Aid and CPR (Child and Adult)
- Subscribes to Gracehaven's Statement of Faith