



Position Description

Job Title:	Program Manager - Ho‘omalua O Na Kamali‘i
Status:	Full Time, Exempt
Grade:	16
Reports to:	Vice President
Program:	Ho‘omalua O Na Kamali‘i
Location:	Waianae
Purpose:	Under general supervision of the Vice President or designee, assumes responsibility for day-to-day operational management of all activities and functions of Ho‘omalua O Na Kamali‘i, including coordinating services to children and developing and maintaining community relationships.

Essential Functions

- Partners with public and private agencies and the community; serves as the Agency’s representative with a variety of public, business and community groups and organizations; and fosters collaborative working relationships which benefit of the program and the agency.
- Directs and implements goals, objectives, policies, procedures and work standards for the program and the agency.
- Develops systems and maintains records that provide for the proper evaluation, control and documentation of program activities; prepares written correspondence, reports, procedures, directives and other materials.
- Ensures compliance with all state and federal regulations. Monitors and stays abreast of legal and operational changes affecting the activities and work processes of the program; makes recommendations for, develops, and carries out improvements to the program to meet changing mission parameters and requirements.
- Participates and is a member of the agency Management Team.
- Collaborates with management staff to develop, maintain and achieve professional and clinical standards to meet licensing, accreditation and internal standards.
- Ensures staff receives appropriate supervision of the care of children.
- Ensures program and facility is appropriately supervised.
- Ensures staff schedule is managed.
- Makes recommendations for staff hiring, termination, promotion and discipline and provides for the training, professional development and performance evaluation of subordinate staff.
- Working with the Operations Director and Youth Care Supervisor, manages facility services including food service, housekeeping and maintenance.
- Coordinates youth services provided by public and private agencies.
- Working with the Volunteer Coordinator, manages on site volunteers and donations.
- Performs complex administrative duties requiring oversight, attention to detail and analysis.

- Performs strategic planning and financial analysis, including assisting in preparation of specialized program and project budgets to include staffing and operational needs.
 - Fiscal management of cash or cash equivalents including but not limited to credit accounts, petty cash, and program expense advancements.
- Minimum Qualifications:**
- MSW or master's degree in a related field, or commensurate experience in human services.
 - Three years experience in a related field and two years experience in administration.
 - Knowledge of and experience in the state Child Welfare Service system.
 - In depth knowledge of the Leeward Coast and Hawaiian values.
 - Successful background check(s) and medical clearances as required by state regulations.
 - Community development skills and experience.
 - Supervisory and management skills and experience. Knowledge of the principles and practices of management and supervision.
 - Ability to manage a high level of responsibility; strong initiative; organizational skills; and a proactive and detail oriented work style.
 - Knowledge of applicable laws, rules, ordinances and regulations.
 - Competency with computers and standard office and facility equipment.
 - A valid driver's license, clean driving abstract and access to an insured, reliable vehicle.

- Other Qualifications:**
- Sensitivity toward people of diverse cultures, socio-economic backgrounds and lifestyles.
 - Emotional maturity, objectivity, supportive of people and their problems; and skilled in managing challenging behaviors.
 - Able to work independently and as a member of a team; and maintain good relationships with clients and coworkers.
 - The ability to deal positively with rapid growth and change.
 - A highly developed service orientation.

- Physical Requirements and Working Conditions:**
- The job duties require an employee to be absent of any physical limitation which would impair effective performance in the residential environment.
 - Possess strength and mobility to work directly with children in a residential environment providing 24-hour care.
 - The job duties require an employee to handle the physical demands of the work including lifting and moving facility supplies; lifting and running after children; considerable walking and time spent standing; and aggressive behavior management techniques.
 - Able to use a computer and other standard office and facility equipment for long periods.
 - Able to attend meetings at various sites.
 - Able to drive for a long period.

- The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job.
- This job description may be subject to change due to reasonable accommodation or other reasons and management may, at its discretion, assign or reassign duties and responsibilities at any time.

We are an Equal Opportunity Employer working toward a culturally diverse and competent workplace.