

JOB DESCRIPTION

Position Title: Kaleidoscope Program Manager	Job Status: Full-time Exempt Salary: \$48,000-\$55,000
Department: Community Connections	Location: Drop-In Center
Reports To: Community Connections Director	Number of People Supervised: 2 direct

POSITION PURPOSE

The Program Manager will work in collaboration to fully develop and implement New Day's new substance use services and support staff within the program. The program is designed to support adolescents and young adults who are using substances and their families (chosen and biological). Must be confident in leading groups and coaching others to facilitate therapeutic groups. The program will also create opportunities for community input through a Community Advisory Council (CAC) and community engagement activities. The Program Manager will work with community partners to identify young people who need support and build a strong referral network. This role is a leader within the organization and is responsible for integrating this new program with all existing services and supports. Monitor key outcomes and deliverables.

ESSENTIAL DUTIES AND RESPONSIBILITIES (IN PRIORITY ORDER)

The following list of duties or tasks is not intended to be complete but to represent some of the tasks required under each of the major responsibilities.

Employee Relations and Supervision

- Provide regular supervision, evaluation, and support for staff as necessary.
- Create an environment that empowers staff to flourish.
- Ensure staff and participants on the Community Advisory Council have access to meaningful growth opportunities to enable their best contribution at New Day and advance toward long-term career goals.
- Hold weekly staff meetings to facilitate collaborative opportunities to improve skills and capabilities of staff individually and as a team and review the team's approach to work with young people..
- Co-facilitate groups as necessary to provide feedback and create learning opportunities to support staff with group execution

Management of Program Service Delivery

- Provide input and review all materials created by the staff and the Community Advisory Council to ensure they reflect New Day's 10 core values and central approaches and references current literature on best practice in substance use support.
- Ensure fidelity to evidenced based models and have ability to track required documentation and data.
- Seek out and develop community partnerships to provide recovery resources for young people who are served.
- Coordinate training opportunities for staff.
- Manage program purchasing within budget expectations.
- Review participation, engagement, and impact from service delivery and participant feedback to determine program efficacy.

<ul style="list-style-type: none"> • Develop and execute recruitment plan and regularly review participant activity to determine if additional efforts are needed.
<ul style="list-style-type: none"> • Data monitoring and completion of all funder-required reporting.
<ul style="list-style-type: none"> • Coordinating and overseeing physical upkeep of meeting and group spaces.
<ul style="list-style-type: none"> • Work as a team with other staff to ensure consistency, clarity and safety for young people.
<ul style="list-style-type: none"> • Embody and model for staff, youth and community partners practicing the integration of trauma responsive practice, adolescent development and the Nurtured Heart Approach.
EDUCATION & RELATED WORK EXPERIENCE
Education Level/ Years of Related Work Experience: (minimum & preferred educational requirements necessary to perform this job successfully)
<ul style="list-style-type: none"> • Bachelor's degree in social services, education or other related field (required). • 2+ year program development, coordination and/or supervisory experience (required). • 3+ years of experience working in substance use programming (required). • 2+ years working with youth who have been impacted by housing instability, trauma and/or system involvement (preferred).
CONDITIONS OF EMPLOYMENT (Describe any specific conditions for employment relative to this position)
<ul style="list-style-type: none"> • Must be able to pass comprehensive criminal, sexual offender, MVD background checks. • Must have car, valid driver's license, and meet state required automobile insurance minimums.
WORK ENVIRONMENT AMERICANS WITH DISABILITIES ACT
Equipment Used: PC and standard office equipment, including utility dolly Physical Requirements: The position requires the ability to lift 40 pounds unassisted, 45 and above pounds with assistance.

Equal Employment Opportunity

New Day Youth and Family Services provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Job Responsibilities

The previous statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. New Day Youth and Family Services may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS	
Creation Date:	Revision Date:
Supervisor: I have approved this job description and reviewed with my employee.	
Signature:	Date:
Employee: I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature:	Date:
Executive Director/Department Director	
Signature:	Date: