

Jewish Renaissance Foundation

Job Description

<u>Title:</u>	Program Manager
<u>Program:</u>	Student Training and Enrichment Program for Urban Progress (STEP-UP)
<u>Location:</u>	AUL Charter High School – 612 Amboy Avenue Ave., Perth Amboy, NJ 08861
<u>Reports To:</u>	Director of Educational Services
<u>Status:</u>	Regular/Full-time/Salaried
<u>Salary:</u>	\$45,000-\$48,000/Annually

Job Summary:

The Program Manager will serve as the program's full-time program coordinator responsible for day-to-day activities, and ensuring administrative functions are performed at the site. Located within the Perth Amboy AUL Charter School, the position is chiefly responsible for the following functions, and performs other tasks as needed:

- Community Service Partnerships
- Peer Mediation
- Record Keeping and Reporting
- Planning and Evaluation
- Communication and Service Coordination
- Advocacy

Responsibilities:

- Develop, implement, and schedule specific program curriculums, community service activities, operational guidelines, and policies and procedures
- Responsible for assuring the goals and objectives of STEP UP are met by creating activities, providing services, interventions and case management for the prevention of juvenile delinquency.
- Interact productively and positively with participants, families, community leaders, volunteers and others, both on a group and individual basis.
- Acts as task supervisor for AmeriCorps volunteers.
- Participate in assessment process on all targeted participants; links students and families to community resources as needed.
- Maintains participant files and program forms.
- Supervises storage of inventory of materials and supplies.
- Meets Peer mediator (if applicable) and youth involved in infraction within 72 hours of 2nd offense
- Conducts and is able to elicit responses to the standardized case management and intake forms.
- Registers the family into the program, and records, collects, and stores all pertinent documents and information, e.g. the case management and intake forms, the general Release of Information form, service provision, case notes, etc.
- Meets with participating youth once a week for case management on clients with behavioral matters.
- Meets with participating youth once a month for case management on clients participating in peer mediation group and/or community service.
- Communicates with families and parents for participation in Family Team meetings, if needed.
- Works cooperatively and supportively with Charter School personnel.
- Engages students in online platforms.
- Presents information and material in online platforms.
- Research new and different online platforms to engage students.
- Has the ability to utilize, handle, maintain and dispose of all communications, documentation and information, whether written, verbal or electronic, to ensure that the highest standards of confidentiality are maintained.

- Participate in recreational activities and educational workshops as a chaperone and/or driver.
- Abides by generally accepted social work principles and HIPAA regulations regarding confidentiality and the release of information.
- Conveys JRF's core values and case management principles; establishes boundaries and expectations related to service standards, participation levels, including case closure procedures and guidelines for the youth/family.
- Attend all remote and in person Staff meetings, retreats, committee meetings, and any other mandatory agency-wide meetings.
- Other duties as assigned.

Qualifications:

- Bachelor's degree in Social Work, Psychology, and/or a similar field
- At least one (1) years' experience in social services, preferably in child and family development and/or case management; or in child protective services
- Experience in program coordination, preferably for youth ages 14-18.
- Bi-lingual, English and Spanish required.
- NJ driver's license preferred.
- Proficiency and high comfort level with Microsoft Office Suite preferred (MS Word, Excel, Power Point, and Outlook)
- A high level of comfort and experience teaching virtually on a variety of platforms, specifically via zoom
- Comfortable with typical office equipment such as copiers, printers, projectors and sound systems a plus.
- Ability to read, interpret, and prepare documents, reports, correspondence, instructions, and social media posts.
- Must be compassionate and have good facilitation and communication skills.
- Well organized and able to respond quickly and effectively toward any emergency circumstances.
- Ability to effectively present information and respond to questions from parents, students, administrative staff, and the general public.
- Ability to define and solve problems and deal with a variety of situations where only limited standardization or supervision exists.
- Demonstrated ability to exercise discretion with highly confidential information is mandatory.
- Demonstrated ability to multi-task in a fast paced, team oriented environment.
- Having highly effective organizational and time management skills.
- Detail oriented, focused, flexible; a self-starter with high level of creativity and initiative.
- Strong interpersonal and communication skills.
- Able to work some weekend and evening hours.
- Must be culturally sensitive.

If you are interested in this position, please send your resume to: jobs@jrfnj.org

Attention: Director of Human Resources



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"One People, One Heart"

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