**Company/ Organization:** Children’s Institute, Inc. Job Description

**Position Title:** Program Supervisor

**Location:** Echo Park in Los Angeles, CA

**Department:** Experiential Learning & Volunteer Svs

**Immediate Supervisor**: Director ELVS

**Job Classification:** Exempt

**Pay Grade:** 22

**Essential Duties**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees must spend over 50% of their time on these duties.

1. Ensures quality of services and compliance with regulations, agency philosophy, agency standards, and licensing requirements of assigned programs.
2. Under direction of Program Manager, supports the design and implementation of a robust curriculum of programs that promote resilience, education, personal growth, life skills, and adult development.
3. Supports community partnerships to supplement and expand existing programing across all CII service areas such as Inner-City Arts, I Dream, etc.
4. Collaborates within the organization and throughout the community to ensure effective, integrated services that achieve the agencies strategic goals. (Camp Booth, afterschool enrichment, I Dream, referrals to DMH programs)
5. Represents CII at community meetings as needed.
6. Facilitates department wide screening/assessment for all participating clients (child & adults).
7. Integrate CII Values into all facets of programming with children and adults, as well as supervision and ensures continuous availability of supervision, consultation, and support for staff.
8. Manages quality service delivery through monitoring to ensure the completion of service plans,

progress notes, quality assurance reports, etc.; conducts periodic audits to ensure compliance.

1. Manages timely and high-quality documentation of services by assigned staff in accordance with all

agency and contractual requirements.

1. Promotes professional development and staff wellness.
2. Maintains working relationships in the community to bring awareness and education to promote the agency’s services and provides consultation to representatives of other agencies by providing regular reports as needed.
3. Ensures confidentiality and maintenance of client records in compliance with HIPAA, CII Policies and Procedures and licensure regulations.
4. Maintains knowledge of program standards and policies as developed by the Institute, licensing and other governing bodies; develops personal and professional knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state- of-the art practices; participating in in-service programs.
5. Provides direct services as assigned.

**Goals for team members:**

* + Partnership - Support external partnerships with community agencies using CII space and

resources building collaborative community programs; partner w/local elementary schools for support with struggling students/families; partner with neighborhood leaders to continue to build relevant programs for each community

* + Innovation – Create strength-based curriculums for children, families and staff using creative arts, health & wellness approaches
	+ Passion – CII does “whatever it takes” to connect with children, families and community to transcend the cycle of trauma
	+ Equity – Create & supervise programs for current clients, community/schools within a 2 miles radius of each site and community partners utilizing CII sites for collaborative programming

**Supervisory Responsibilities**

* Is responsible for the overall direction, coordination, and evaluation of the direct reports.
* 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.
* This job supervises up to 12 staff.

**Additional Duties**

* 1. Other duties and special projects as assigned.

Prior to applying, if you would like more information about The Children’s Institute, Inc. (CII) feel free to contact Volunteer & Community Engagement Specialist, Soleil Delgadillo – sdelgadillo@childrensinstitute.org.

More information about working at CII can be found here: <https://www.childrensinstitute.org/careers/>