



## IPS Director Intensive Prevention Services Program

The Juvenile Justice Center of Philadelphia (JJC) is a non-profit, multi-service organization that serves the needs of disadvantaged children, youth and families. Our mission is to maintain families through supportive services, to prevent children and youth from being placed in care, and also to ready families for reunion with their children. JJC has an **IPS Director** opening at our Wayne office location.

### **Job Summary**

The IPS Director is an integral team member of the administrative team. The IPS program director is responsible for all aspects of the program, including administrative and social service aspects. The director is charged with the responsibility of ensuring that all programming, counseling, training, site management, community engagement, and case management services meet and exceeds program standards. The director will be the “face” of the IPS program and represent the agency at all stakeholder and community meetings and events. The director will have a key role in organizing, advocating, and building partnerships for the program. The director must be well versed using trauma informed care and principles in the planning, implementation, and design of the program. The director will establish collaborative partnerships with the local police districts, participants’ schools and police diversion programs and speak at back to school nights, and community meetings to help recruit participants and share the success of the program with community stakeholders.

### **Qualifications**

- The IPS Program Director will possess a Master's degree in Social Work, Criminal Justice, Education, or related Social Service degree that is approved by funding sources. Three years of experience in strength-based family work in a community based setting and a minimum of three years of supervisory experience.

- The IPS Director must have the knowledge, skills and abilities to motivate, inspire, and supervise a team of professionals and clients from diverse backgrounds.
- The director must have experience with engaging community stakeholders and have the ability to plan and speak at community events for the purpose of recruitment and informing the public about the program and the benefits of prevention services.
- Must have a deep sense of commitment for preventing youth from formally entering the juvenile justice system.
- Director must have superior organizational skills in order to plan and organize events that will promote the program and engage family members to participate.
- Must have experience with public speaking and have impeccable communication and presentation skills.
- An annual physical form verifying that the employee is "Free from contagion".
- Act 160 clearances and FBI clearances completed 60 days of hire date.
- The ability and willingness to adjust work hours, and days, in accord with program and client need.
- The ability and willingness to address and respond to emergencies after hours, holidays, and on weekends.
- The use of a currently inspected car, including the possession of current automobile insurance and driver's license.
- The versatility and willingness to work with parents with a wide range of ages, from diverse neighborhoods, with varying cultural views and parenting experience.
- The ability to walk, drive, see, bend, stand, and verbally communicate.
- Ability to use a computer to send and receive written correspondence. Must be proficient in Microsoft office.
- Ability to work collaboratively with other professionals.
- Ability to lead and co-facilitate focus group sessions.
- Understanding of educational, child welfare, and judicial systems and the knowledge, skills, and ability to navigate these systems successfully.

JJC is an Equal Opportunity Employer, embracing diversity and inclusion in all of its services.

JJC offers salary compensable with experience. Competitive benefits and comprehensive benefits: Medical/Prescription Insurance/Dental Insurance/Vision Insurance/Life Insurance/Short and Long Term Disability/Vacation/Paid Sick Time/Holidays/ 401(k) Retirement Plan

Please send resume, cover letter and salary requirement to [hrdepartment@juvenilejustice.org](mailto:hrdepartment@juvenilejustice.org)