



## Director of Out of Home Placement Services

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 a **Director of Out of Home Placement Services** opening in our Coulter Street office.

### Job Summary

The Director of Out of Home Placement Services is an integral part of the administrative team, comprised of the Executive Director and the other Program Directors. As such, the Program Director has responsibility to assist with overall agency decision-making and direction-planning. He/she reports directly to the Executive Director, and works in close coordination with the Director of Permanency services and director of Group Home Operations to coordinate and monitor placements. As this is a senior position within the agency, the program director is expected to work a very flexible schedule and be available at all times to handle emergency situations. The program director also carries a 24 hour/7 days a week cell phone and is expected to respond to crisis and problems brought to his/her attention, unless the responsibility to do so is switched to another program director, with executive permission. The prime responsibility is to ensure that everything is done to safeguard the safety, health and welfare of every child/youth in resource homes and group homes.

## Qualifications

- Master's in Social Work; LSW or LCSW preferred
- The use of a car each day, including the possession of current auto insurance and driver's license.
- The ability and willingness to adjust hours in accord with program responsibility. Some evening hours are inevitable. Some weekend hours are inevitable given recruitment activities for resource parents happens on Saturday and Sundays.
- 5 years working as an administrator or in a supervisory capacity within a child welfare agency directing the activities of different level social work staff.
- Knowledge of City and State foster and congregate care regulations. (PA Chapter 3700 and 3800)

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). No telephone calls please