



## ***Friends of the Children-Boston*** **Clinical Program Manager (LICSW/LCSW Supervisor)**

**Organization:** *Friends of the Children-Boston (Friends-Boston)* is a revolutionary mentoring organization committed to supporting, developing, and fostering high academic achievement and strong character development of children from at-risk and underserved communities to avoid cycles of poverty, abuse or violence and become successful members of society. *Friends-Boston* provides children who are facing and reacting to risk conditions (Achievers) with a mentor for twelve years, beginning in first grade and continuing through high school graduation. Our ultimate goal is that every Achiever will graduate from high school and continue on to college.

**Job Description Summary:** The Clinical Program Manager works closely with up to ten (10) AmeriCorps Mentors who are BSW and/or MSW interns. The Program Manager develops a professional, supportive relationship with each Mentor and their Achievers. The Clinical Program Manager supports the Mentors by providing weekly individual and group supervision and other on-going clinical training opportunities. The Clinical Program Manager is also responsible for developing and maintaining a professional working relationship with designated schools of Social Work in the Boston area. The Clinical Program Manager works as part of a team with 5 other Program Managers and reports directly to the Director of Programs.

### **Job responsibilities:**

#### **Management and Supervision**

- Develop and sustain a productive, and supportive relationship with each Mentor (up to 10 total)  
NOTE: Social Work Interns MUST receive clinical supervision from an LICSW qualified supervisor
  - Provide weekly supervision to a team of Mentors (individual and group supervision)
  - Provide ongoing training and professional development to Mentors
  - Review Mentor documentation
  - Provide social work consultation as member of “Achiever Support Team” along with other staff
  - Provide immediate consultation and support to Mentors around client and case crises
  - Serve as primary contact for field placement communication with social work schools
- Responsible for managing the performance of Mentors, including completing and conducting midyear and end of year evaluations. Hold Mentors accountable for work performance: adequacy of time spent with Achievers, quality and diversity of activities, and administrative responsibilities. Have continuing performance discussions to provide feedback and to ensure that goals and objectives are being fulfilled. Provide continuous constructive feedback and coaching as necessary, and manage any required performance improvement activities.
- Manage Paperwork: Ensure time summaries, activity journals, short and long-term plans, expense reports and evaluation materials accurately and on time and give regular DAJ Feedback
- Work with team on continuing to develop the program

#### **Caregiver and Achiever Relationships:**

- Develop positive relationships with families/caregivers of Achievers through home visits and phone calls.
- Know and understand the needs and issues of each child served by Mentors on assigned team. Meet with each team member regularly, develop knowledge of academic performance for each Achiever, and assist in setting realistic goals.
- Provide transportation for Achievers/ Mentors as needed

#### **Additional Responsibilities:**

- Participate in recruiting, hiring and training of Mentors as requested
- Manage Special Projects as assigned
- Participate in and supervise participation of Achievers and Mentors in *Friends-Boston* events, corporate partnerships etc.
- Other administrative responsibilities as assigned

**Education and experience requirements:**

- MSW required and LICSW preferred
- Minimum of 2 years post-MSW supervisory experience preferred (supervising MSW level interns)
- Completion of a New England Consortium (NECON) of Field Education Directors- approved "Seminar in Field Instruction" preferred
- Previous experience working in children and family services and in schools
- Spanish and Creole language skills a plus

**Compensation:** \$40-\$45,000 DOE **Starting date:** July/August **Last Day to Apply:** July 15, 2010

**Contact:** Please email cover letter and resume to Joe Braitsch, [joseph@friendsboston.org](mailto:joseph@friendsboston.org)