



JOB TITLE Program Manager

PROGRAM DUCS (Division of Unaccompanied Children's Services)

JOB SUMMARY

The program manager will be responsible for overseeing the staff of the DUCS program which is part of the International Foster Care program. The program manager will have program oversight by monitoring case management and foster parent activities, development of a strategic outreach and recruitment plan for eligible foster parents, fiscal management and quality assurance activities of the program.

REQUIREMENTS

- Provide oversight to case manager(s) in program
- Review and approve all documentation completed by program staff in accordance with Minimum Standards, COA, agency policy and DUCS requirements
- Develop and Implement strategic recruitment plan for program to engage community members and educate population on need for foster parents

QUALIFICATIONS

- Masters degree in Social Work or human services field
- Preference given to Child Placement Management Staff (as defined by the State of Texas Minimum Standards for Child Placing Agencies)
- Preference given to Licensed Child Placing Administrators (as defined by the State of Texas Minimum Standards for Child Placing Agencies and the Texas Family Code)
- Experience in foster care settings (particularly administration) preferred
- Bilingual in English/Spanish strongly recommended

WORK HOURS AND LOCATION

Regular office hours are Monday-Friday 8 a.m. to 5 p.m. with after hours on call as needed.

TO APPLY

Interested persons should fax or email a cover letter, resume, & salary requirements to:
Catholic Charities, Diocese of Fort Worth, Inc.

Attn: Human Resources

249 West Thornhill Drive

Fort Worth, TX 76115

Fax: (817) 535-8779

Email: ccresume@ccdofw.org

Due to the volume of responses, only qualified parties will be contacted.
No phones call, please.

Date Posted: 2/16/2012 (Open until filled)