

## REGIONAL MANAGER

### **Qualifications**

Minimum of a Bachelor's Degree, Master's Degree preferred in the social services field, and eight years of experience in the field of youth services. Minimum of three years supervisory experience required. Must demonstrate a sincere commitment and ability to advocate for troubled youth. Must hold a current social work or professional license as required by State law and/or regulatory bodies.

### **Duties**

1. Reports directly to the Program or State Director or his/her designee.
2. Responsible for providing overall direction to the region, which supports the goals and objectives of NYAP. These duties include, but are not limited to:
  - a. develops, implements and monitors treatment programs
  - b. provides quality assurance activities and reports as needed
  - c. conducts public relations, marketing and advocacy activities
  - d. pursues grants and other funding sources for the region
3. Acts as liaison between NYAP and all social service agencies in the Region.
4. Develops and manages budgets for the region which include, but are not limited to the following:
  - a. annual budget, subject to State Office approval
  - b. special budgets for programs, grants and contracts, subject to State Office approval
  - c. Revenue enhancement, to be evaluated based on targets approved by State Office
  - d. Cost control, to be evaluated based on targets approved by State Office
  - e. Adherence to NYAP accounting policies and contract requirements; and
  - f. Authority to approve expenditures within limits set by State Office
5. Responsible for managing personnel issues within the Region, which include, but are not limited to:
  - a. filling in for other professional staff on leave or on vacation
  - b. recruitment, selection and evaluation of staff
  - c. processing grievances
  - d. implementing the disciplinary process per NYAP policy
6. Monitors foster home recruitment and ensures compliance with all licensing regulations.
7. Directly supervises Licensing Coordinators and/or Treatment Coordinators, which includes special incident review and investigation.
8. Serves as the local community liaison for the daily programmatic affairs of the agency, including assessing community needs and develops programs to meet those needs.
9. Conducts regional meetings at least once a month to update staff regarding YAP policies and procedures and related information.
10. Attends all agency training programs and agency sponsored events.

11. Submits reports as required to the Program Director or his/her designee.
12. Reports to the Program Director or his/her designee on a regular basis regarding activities in the Region.
13. Performs other duties as assigned.

The person in this position needs to follow a team concept and support both agency goals and co-workers. Employees must be able to effectively work with and be respectful and sensitive to persons from various cultures, socioeconomic, ethnic, religious and racial backgrounds.

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Employee's Name Printed

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Date

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Employee's Signature

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Date

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Supervisor's Signature

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Date