



Position: Senior Program Supervisor
Organization: Joe Torre Safe At Home Foundation
Location: Los Angeles, CA

SUMMARY:

The Joe Torre Safe at Home Foundation helps children heal from trauma, including domestic violence, sexual assault, child abuse, relationship abuse, and community violence through clinical intervention and education. Our focus includes domestic violence, sexual assault, child abuse, teen relationship abuse, and community violence. Safe At Home's signature program, Margaret's Place, is a comprehensive school-based program designed to help students, faculty, and families cope with violence and traumatic events through an array of prevention and intervention services. Currently, Safe At Home operates 17 Margaret's Place sites, five of which are located in Los Angeles.

JOB DESCRIPTION:

The Senior Program Supervisor will oversee all clinical services provided by Margaret's Place Staff in Los Angeles and will provide direct administrative, program and clinical supervision. The Senior Program Supervisor will provide support and guidance to MP Staff to ensure successful delivery of services to youth exposed to violence. The Senior Program Supervisor will collaborate with the VP of Programs to support the Foundation in program development and expansion by identifying and executing creative ideas regarding program services, special projects, the integration of arts programming, and other efforts that foster organizational growth.

POSITION RESPONSIBILITIES:

Clinical/Administrative Management:

- Provide clinical and administrative supervision to Margaret's Place Program Staff, and maintain up to date clinical supervision records
- Facilitate various meetings including weekly group supervision
- Provide support and guidance for crisis intervention cases
- Conduct and arrange staff training & professional development, and conduct performance appraisals
- Assist in developing and implementing clinical material for program components (e.g. counseling groups, school-wide campaigns, etc.)
- Assure compliance with program and contract expectations, including funder requirements
- Review clinical records to ensure compliance with federal, state and city regulations for services and licensure
- Review clinical records to ensure compliance with internal data collection and management system
- Provide program coverage as needed



Program Management:

- Maintain mutually supportive partnerships between Margaret's Place staff and host site leadership
- Act as point person for MP Program host sites
- Foster collaborative community partnerships
- Oversee annual contracts and contract deliverables in collaboration with the VP of Programs
- Assist in creating training materials (e.g. writing curriculum, educational handouts/brochures, and program literature)
- Manage program budgets
- Coordinate special events as they relate to Margaret's Place staff and participants
- Ensure all sites have materials and equipment needed to provide program services, including program start up and on-going ordering
- Assist in onboarding new staff

Clinical Compliance and Best Practices:

- Provide oversight of clinical services in compliance with funder requirements, state and federal regulations, and ethical standards
- Develop internal clinical training program with potential for expansion towards external training
- Work with VP of Programs and other program staff to identify innovative ways to expand services and programs
- Research and institute best practices related to program delivery and expansion
- Work with the VP of Programs to ensure clinical compliance in all program areas
- Participate in the development of Margaret's Place policies and procedures

REQUIRED SKILLS/QUALIFICATIONS:

- Master's Degree in Social Work, Marriage and Family Therapy, or a related field, from an accredited program
- Active, unrestricted CA-license in a behavioral health discipline (e.g. LCSW, LMFT, etc.)
- Must have a minimum of 5 years in the field, and at least 3 years of supervisory experience
- An understanding of trauma, violence prevention, and victimization
- Experience providing culturally-sensitive services and working with a diverse population
- Experience with reporting on program deliverables included in funding contracts.
- Knowledge of school-based program delivery, preferred
- Knowledge of Los Angeles communities and service provision, preferred
- Exhibit creativity in approach to job tasks and challenges, and be self-motivated
- Ability to manage multi-faceted programming and competing demands



- Strong clinical, organizational, and oral/written communication skills
- Demonstrate ability to be flexible, and to work both independently and collaboratively
- Exhibit professional and ethical behavior

SALARY and BENEFITS:

- Salary commensurate with experience
- Medical/dental/life insurance
- Vacation, sick and personal days
- 401k match of 6% (after 6 months)
- Other benefits

TO APPLY:

- Send resume, cover letter, and three references to typhani@joetorre.org
- No telephone calls please

The Joe Torre Safe at Home Foundation provides equal opportunity in employment for all qualified persons and prohibits discrimination in employment on the basis of race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender identity and expression, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, and unemployment status.