



**Position:** Program Supervisor

**Organization:** Joe Torre Safe At Home Foundation

**Reports To:** Senior Program Supervisor (LA)

**Location:** Los Angeles, CA

**SUMMARY:**

Joe Torre Safe At Home helps children heal from trauma, including domestic violence, sexual assault, child abuse, relationship abuse, and community violence through clinical intervention and education. 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 15 Margaret's Place sites, five of which are located in Los Angeles.

**JOB DESCRIPTION:**

The Program Supervisor will oversee all services provided by clinical staff in Los Angeles Unified School District and will provide direct administrative, programmatic, and clinical supervision. The Program Supervisor will provide support and guidance to clinical staff to ensure successful delivery of services to youth exposed to violence. The position requires familiarity and compliance with all relevant agency and state licensure regulations. The ideal candidate will have an understanding of violence intervention and prevention work.

**POSITION RESPONSIBILITIES:**

**Clinical/Administrative Management:**

- Provide clinical and administrative supervision to Program Staff, and maintain up to date clinical supervision records.
- Participate in 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.

**Program Management:**

- Oversee client services provided by MP Counselor at host school sites.
- 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.



- Coordinate special events as they relate to Margaret's Place staff and participants such as cross-site Peer Leadership events and scheduling guest speakers for host-schools and communities.
- Ensure all sites have materials and equipment needed to provide program services, including program start up and on-going ordering.
- Assist to manage program budget.
- Assist in on-boarding new staff.
- Provide program coverage as needed.
- Perform other duties as assigned.

#### **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 2 years of supervisory experience.
- An understanding of trauma, violence prevention, and victimization.
- Experience providing culturally-sensitive and relevant services, and working with a diverse population.
- Knowledge of school-based program delivery, 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, range of \$68,000 - \$72,000
- 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.*