

**Operation Save Our Sons, Inc. (OSOS)  
Summer/AfterSchool Program**

**Program Coordinator/Case Manager  
Job Description**

**Classification: Full-Time**

Day To Day Operations

- Design, implement and manage activity schedule for youth participants. Daily activities include;
- Case management, counseling, academic enrichment, life-skills classes, community service, snacks and evening meal, and recreational/athletic activities, etc.
- Create evidence-based, culturally-competent curriculum and lessons (select activities and content) for all activities (additional staff may support).
- Evaluate and modify program processes, procedures, and curriculum on an ongoing basis to ensure
- creative, engaging, functional programming.
- Design and lead orientation for new participants and parents/guardians: provide ongoing education
- about program expectations to each participant and parent/guardian.
- Provide recognition, conflict resolution, and appropriate discipline for participants using principles of
- youth development.
- Ensure all program areas are maintained meticulously and meet health and safety standards, including
- gym and meal-preparation and consumption areas.
- Organize and structure to and from transportation for all participants (school and home)
- Communicate consistently and as needed with Juvenile Court, SPMBC ERC, DJJ, and appropriate partners regarding the participant's needs and status.
- Market the program to Juvenile Court Judiciary system, DJJ staff including Probation Officers, and community partners.
- Attend administrative and community meetings to ensure and support success of the Program.

Case Management

- Admits new clients by reviewing records and applications; conducting orientations.
- Determines clients' requirements by completing intake interviews; determining need for therapeutic medical, psycho-social, and psychiatric evaluations; reviewing therapist evaluations, treatment objectives, and plans.
- Establishes treatment programs by setting schedules and routines; coordinating services being provided; arranging resources, including transportation and escort.
- Monitors cases by verifying clients' attendance; observing and evaluating treatments and responses; advocating for needed services and entitlements; obtaining additional resources; intervening in crisis; providing personal support.
- Maintains clients' records by reviewing case notes; logging events and progress.

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- Communicates clients' progress by conducting weekly interdisciplinary meetings and evaluations; disseminating results and obstacles to therapeutic team and family; identifying treatment influences.
- Prepares clients' discharge by reviewing and amplifying discharge plans; coordinating discharge and post-discharge requirements; orienting and training family members; providing resources.
- Improves staff competence by providing educational resources; balancing work requirements with learning opportunities; evaluating the application of learning to changes in treatment results.
- Improves treatment results by studying, evaluating, and re-designing processes; implementing changes; rewriting policies and procedures.

**Staff Management**

- Participate in Transportation Coordinator/Security selection process for program staff.
- Directly supervise and evaluate program staff, including: scheduling, securing fill-in staff for illness or unforeseen absences, processing timesheets, serving as the first point of contact for human resources, providing daily leadership and instruction, providing professional development training in curriculum development, program delivery, boundary-setting, conflict resolution, transportation logistics/needs, and resource development.

**Contract Management**

- Demonstrate fluency in partnering with DJJ, Juvenile Court and the Circuit 4 Department of Juvenile Justice Probation Department to coordinate referrals, intake and program exit.
- Complete all contract reports and record-keeping as directed by DJJ and other authoritative entities.

**Education/Minimum Qualifications**

- BA/BS, Masters in social services or related field preferred, from an accredited college or university.
- Must pass DJJ fingerprint, provide a negative TB test, and provide proof of college.
- Demonstrated competence in both direct service provision and program administration REQUIRED.
- Demonstrated success in serving teens at-risk of incarceration.
- Available for a regular work schedule Monday through Friday 1:00pm – 9:00pm.

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