



Program Coordinator -Hanna Center Flanagan House Transitional Housing Placement Program (THPP-M)

Reports To:	Director Transitional Programs/ Alumni
Department:	Transitional Programs
FLSA Classification:	Exempt
Salary:	\$60,000-\$80,000 annually
Date Updated:	4.18.24

Job Description

Summary/Objective

The Flanagan House Program Coordinator for the Hanna Center's Transitional Housing Placement Program (THPP-M) is responsible for overseeing the day-to-day operations of the THPP-M program. This includes ensuring the safety and well-being of 16- to 18-year-old youth participants, coordinating supportive services, and implementing the program's goals and objectives. The Program Coordinator will work closely with THPP agency staff, county social workers, and Independent Living Program (ILP) coordinators to support participants in achieving successful emancipation.

Principle Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Functions

- Oversee the implementation of the THPP-M program in accordance with state licensing requirements and program guidelines.
- Oversees the scheduling of staff AND participants in the Flanagan home.
- Oversee implementation of Independent Living Skills as defined in individual Transitional Independent Living Plan (TILP).
- Work with Director of Transitional Housing Programs & Accounting office on weekly allowances.
- Coordinate supportive services for participants, including educational guidance, employment counseling, and assistance with reaching emancipation goals.
- Ensure that program documentation is accurate and up to date, including participant files, progress reports, and program statistics.
- Collaborate with local educational agencies, such as SCOE and SVHS.
- Collaborate with Sonoma and surrounding county social workers, CASA staff, and ILP coordinators to support participants in achieving successful emancipation.

- Participate in program planning and evaluation to ensure that program goals and objectives are being met.
- Maintain a clean and orderly environment.
- Responsible for on-call overnight coverage and assists with Night Security.
- Perform other duties as assigned.

Supervisory Responsibilities

- Provide supervision and evaluation to THPP-M program staff, including onboarding, training, coaching, and yearly job performance appraisals.
- Ensures THPP-M staff are accountable, and interventions implemented are rooted in client-centered, trauma informed care principles.
- Monitor the monthly budget of Flanagan home.
- Ensures all Licensing requirements are in constant compliance and kept current.
- Provides training/updates to THPP-M staff on any new licensing requirements.
- Medication Audits of Flanagan home.

Competencies

- Experience working with youth in foster care or other similar settings.
- Strong organizational and time management skills.
- Strong communication and interpersonal skills.
- Ability to work effectively in a team environment.
- Develop and maintain positive relationships with participants, their families, and support networks.
- Ability to maintain confidentiality and handle sensitive information appropriately.

Education

- Bachelor's degree in social work, psychology, or a related field.
- Knowledge of state licensing requirements for transitional housing programs.
- Commitment to ongoing professional development.
- Demonstrated ability to work with a multicultural and diverse group of participants.
- Ability to communicate clearly and concisely, both orally and in writing.

Additional Information

- This position may require some evening and weekend hours.
- Must be flexible to meet other residential program needs, such as the 516 emergency pager duties.

- Must have the ability to coordinate driving responsibilities.

Physical Requirements

- This position requires the ability to sit, bend, squat, stoop, and walk-up a flight of stairs and be able to safely lift 50 pounds and carry 20 pounds. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
- Must have a valid Driver's License and ability to be insured by Company policy.
- Must clear background check for a Community Care Licensed facility, including physical, TB, and drug test.
- Must be 21 years of age or older.

Affirmative Action/EEO Statement

Hanna is an equal-opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Ready to Apply?

Send your resume and cover letter to: jobs@hannacenter.org