Position Description
Director of Intervention Programs

Basic Functions and Responsibilities:
Under the supervision of the Executive Director, provide supervision and coordination for the grants and services associated with the Young Parent, Transitional Living, Youth and Family Advocacy, and Counseling Programs.

Characteristic Duties:
1. Manage day to day personnel issues, programs oversight, and act as a liaison to the Executive Director.
2. Provide monthly individual supervision to Intervention Program Coordinators.
3. Assist in completion of grant reports, evaluations, and all other paperwork required by the various funding sources for all intervention programs.
4. Assist in grant writing
5. Manage and track outcomes of supervised grants to ensure contract execution.
6. Attend funder meetings as well as other events that would help to positively promote UAY programming in the community and state.
7. Provide direct supervision for Intervention Program Staff, facilitate weekly team meetings and ensure that case files are kept in compliance with grant requirements.
8. Collaborate with other local and state programs to strengthen partnerships in serving youth.
9. Supervise intervention based BSW and MSW candidates/AmeriCorps completing their practicum experiences at UAY.
10. Be a member of the Iowa City Community School District’s Care Assessment Team
11. Manage a small caseload of direct service clients under the Youth and Family Advocacy Program

Related Duties:
1. Perform other tasks as assigned by the Executive Director.

Qualifications: Master’s level education in social work, counseling, health education or related human service field. Two years prior experience in youth work setting, prior experience in program supervision. In depth knowledge about community resources and systems. Experience in crisis intervention and de-escalation. Working knowledge of the internal functionality of the Iowa City Community School District.

Starting Salary $50,000