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***Our mission is to empower girls and young women to have productive lives through holistic, gender-specific programs, education and experiences.***

**Group Home Manager** is a full-time, non-exempt position

***Scope of Responsibilities*:** The Group Home Manager is responsible for the overall management of the day to day operations of the residential program. They oversee the department by planning, developing, managing and evaluating services and supervising the direct care staff and ensuring compliance with licensure.

***Essential Job Function:***

* Provide direct supervision for residential program staff. Oversee staff development and training; Monitor work performance, complete annual performance evaluations, and submit any performance-related documents in a timely manner
* Oversees the development and implementation of guidelines, operating procedures and standards (including intake, assessment and treatment planning) for the residential program.
* Oversees contract and licensure compliance with funders/licensing entity and ensures completion of all necessary reports. Assists in preparation and monitors budgets and program plans for the residential program.
* Oversee the planning and facilitation of program activities, including but not limited to group sessions
* Serves as liaison with placing agency and with external service providers.
* Work to build a cohesive team to ensure a safe environment for our clients, as well as staff members
* Must be available to work evenings and some weekends when program activities are planned.

***Educational/Knowledge Requirements:***

* Master’s degree preferred or Bachelor’s or in Human Services, Social Work, Education or related field.

***Experience/Minimum Requirements:***

* Minimum of five years’ experience in residential care with at-risk youth and children with particular attention to the needs of adolescent girls.
* Ability to demonstrate effective leadership, organization, and time management skill
* Past supervisory experience preferred.
* Basic computer knowledge required.
* Strong organizational, problem solving, interpersonal relationship and communication skills necessary.
* Demonstrate an understanding of the complex issues that impact girls living in underserved, low socioeconomic areas.
* Must be available to work evenings and some weekends when program activities are planned.
* Valid PA driver’s license with excellent driving record, reliable vehicle, insurance and registration required.
* PA Act 33 (Child Abuse) / Act 34 (Criminal History) / Federal Criminal History Record (FBI Fingerprint)

**How to Apply:** Please send a resume and cover letter to contactus@gwensgirls.org or mail to: Human Resources, Gwen’s Girls, Inc., 711 West Commons Street, Third Floor, Pittsburgh, PA 15212

*Gwen’s Girls, Inc. is an Equal Employment Opportunity Employer providing equal employment opportunities without regard to race, color, sex, age, religion, or national origin. This policy includes the handicapped and all Vietnam-era veterans. Gwen’s Girls, Inc. utilizes only job-related criteria in making decisions concerning applicants and employees.*