

Secret Harbor is seeking a **RESIDENTIAL PROGRAM MANAGER** to add to our team!

Located in the beautiful Pacific Northwest, Secret Harbor has been serving youth and families of the Puget Sound for 74 years. Created in 1947 as a residential facility for young men experiencing trauma-related behavioral issues, we now have three programs: Residential Treatment Homes, Foster Care and In-Home Support.

We have grown into a reliable, steadfast and well-known agency for providing top-notch, trauma-informed and people-first treatment to the youth in our programs. We work tirelessly, but with passion, to provide a safe place to succeed for all of the young men and women we work with. Being part of our team means joining some staff who can still remember taking the boat to and from their shifts on-island, and bring over 30 years of experience in compassionate, youth-oriented care.

The Residential Program Manager will be responsible for the direction, supervision and management of the agency's residential programs., including the operation of our two residential group care homes. You will work closely with a team of management, support services, care counselors and case aides to ensure the fair, safe, compassionate care of the young men we serve. Our group homes are for boys only, ages 6-18 and are located in Burlington and Sedro-Woolley, WA. With six beds each, the homes are designed to operate as homes, not institutions and are treatment focused.

**Responsibilities include but are not limited to:**

1. Assure that the client population and their caretakers are provided in a healthy and safe environment in a manner consistent with Secret Harbor's policies and in compliance with all license and contract requirements.
2. Supervise and manager the Agency's residential program, ensuring that Agency-wide quality of care exists at a high standard and that the Agency is operation within the philosophy of the Agency and contract and licensing requirements and all applicable accreditation criteria.
3. Supervise residential house managers and case management staff and programs of the Agency, ensuring quality programming for the youth in care.
4. Have full knowledge and understating of the Agency budget and its applications.
5. Have full knowledge and understanding of the Agency policies and procedures and Clinical policies and procedures.
6. Have full knowledge of the Minimum Licensing Standards as it relates to the licenses carried by Secret Harbor.
7. Attend and facilitate all general staff meetings and consulting psychiatrist's meetings; attend all other pertinent meetings as instructed. Be an active member of the Agency's Management Team.
8. Implement consistent modeling of appropriate personnel and management practices, and implement and support successful team and morale building and staff development strategies.
9. Represent the Agency in the professional and local community through affiliations and activities appropriate to the mission of the Agency. Represent the CEO & CPO at his/her request in professional capacities.
10. Be on-call to provide support and response to staff, foster parents, and children during crisis situations.

**Required qualifications include:**

1. Masters level college degree in Social Services or Education, with a minimum of six years

- experience supervision and/or administrative experience working in social services program(s) for children and adolescents, or closely allied field.
2. Documented experience of successful direction and supervision of staff. Knowledgeable of the principles of supervision of employees and effective personnel practices.
  3. Knowledgeable of and current on State, Federal and local rules and regulations governing the care and treatment of the type of children under care at Secret Harbor School.
  4. Must have a valid and current vehicle operator's license, and be able to drive the Agency's vehicles.
  5. Physically capable of actively intervening to control residents in situations considered threatening to residents' well being.
  6. Demonstrated ability to read and write well in order to communicate necessary information and carry out the responsibilities of the position.