



FSI Employment Opportunity

Program Manager – Full Time Safe Passage Center for Supervised Visitation and Monitored Exchange

Anticipated Hire Date: October 2, 2017

Family Services, Inc. seeks to hire a full time Program Manager to coordinate the development, launch and continuing operation of the new Safe Passage Center for Supervised Visitation and Monitored Exchange in Montgomery County, Maryland. The Safe Passage Center will be funded by Montgomery County DHHS and we anticipate that services will begin in December 2017. The Center in Rockville, MD, will operate 28 hours per week, including some evening and weekend hours, and offer a safe and neutral setting for children to be exchanged and visited.

Major duties include:

- Responsible to develop and implement policy and procedures for all aspects of Center operations and ensure compliance with security protocols and the Supervised Visitation Network's best practices and guidelines.
- Establish and follow protocols to accept and review Court Ordered referrals sent to the Safe Passage Center, and conduct separate intake and orientation interviews with each parent to collect necessary information. Arrange for language interpretation as necessary. Serve as chief liaison and contact person with Montgomery County Courts.
- Ensure that the Safe Passage Center is open for up to 28 hours per week according to an established schedule that includes evening and weekend hours. The Program Manager will personally assist with custody exchanges as necessary.
- Ensure adequate staffing for scheduled appointments. Provide direct supervision to the Administrative Assistant and three Visitation Observers, including comprehensive orientation and ongoing training. Coordinate the scheduling and orientation of security officers.

Salary: commensurate with education and experience

Qualifications:

Minimum of bachelor's degree in social work, counseling, psychology or closely related field, master's level clinical degree is preferred. Must have a minimum of two years of experience in the supervised visitation field, or equivalent training. Must have direct supervisory experience and have worked with at risk families and/or domestic violence survivors. Bilingual ability (English/Spanish) preferred.

To review the complete job description and apply online, go to <http://www.fs-inc.org/careers/employment-opportunities> and upload your cover letter and resume, or mail to Human Resources, Family Services, Inc., 610 East Diamond Avenue, Suite 100, Gaithersburg, MD 20877. FSI's full range of employee benefits are described on our website.