



**PSI Family Services, Inc.**  
Available Positions

Fax Resume to 301-654-0230  
email Resume to [personnel@asiworks.com](mailto:personnel@asiworks.com)

## **FLORIDA**

### **JACKSONVILLE**

#### **Program Director**

The Program Director has the overall responsibility for the delivery of foster care services as specified in the program plan. Ensures the quality of the programs and seeks new markets to expanded and different services. The Program Director assigns cases to staff, reviews case notes, conducts licensing studies and participates in orientation and foster parent workshops. Provides general supervision of all case management staff and direct supervision of team coordinators and senior staff.

- *Masters Degree in Social Work, Counseling, related social science field or Business Administration.*
- *Five years of experience in foster care **including** three years of supervisory experience **required**.*

#### **Targeted Case Manager**

The Targeted Case Manager has overall responsibility for assessing the needs of families and children referred to the program. Conducts social assessments, identifies family and individual children's needs, and writes goals and strategies for the plan. The Targeted Case Manager coordinates the development of the plan and monitors the implementation and service delivery, chairing case conferences and maintaining contact with the community agencies.

- *Bachelors Degree in Psychology or related field.*
- *Minimum of one year experience in mental health environment working with children.*
- *Access to an automobile, valid driver's license and good driving record.*

#### **Special Asst. To CEO**

Serves as confidential assistant to senior executives of the company, providing administrative support in a wide range of areas. Must be knowledgeable of Florida state licensing procedures and policies as well as PSI foster and adoption home approval standards and procedures. May be required to perform Case Manager duties and assist the Compliance

Coordinator in conducting periodic compliance reviews of foster/adoptive homes to ensure that state standards are met. Represents the executive in specified meetings, drafts sensitive letters and confidential reports, completes special projects and assignments in areas of responsibility

**QUALIFICATIONS:**

- *Bachelor Degree in Social work, Psychology, Special Education, Business or related field.*
- *Three or more years of experience in human services administrative or supervisory position.*
- *Knowledge of PSI mission, policies, procedures and programs.*
- *Excellent writing. Organizational, time management and speaking skills.*
- *Excellent time management and social science research skills.*
- *Demonstrated knowledge and experience in budgets, project management, evaluation and problem solving.*
- *Demonstrated ability to work well under pressure, to respond to emergency situations, and to maintain positive relationships with co-workers and customers.*