

Abraxas Youth & Family Services, a leader in the juvenile justice field, an opening for **Program Manager II** at our Marienville, PA facilities.

Abraxas is a publicly traded company whose primary business is in the field of corrections, education, rehabilitation and treatment for adults and youth. We partner with federal, state, county and local government agencies to meet their service needs through quality and cost-efficient services and programs.

Abraxas began in Marienville, Pennsylvania in 1973 with only one site and only 30 kids. Now, Abraxas Youth & Family Services extends to eight states serving 4,225 youth, adults and families at 29 different locations.

The Abraxas I program provides an innovative array of programming for delinquent and/or dependant male youth for drug and alcohol treatment and prevention.

At Abraxas, compensation isn't the only reward for your talents. We also offer excellent benefit options designed to meet your health, financial, insurance, and personal needs. These benefits include: Medical, Dental, Prescription drug coverage, Vision, 401 K, Stock purchase options, life insurance, disability insurance, etc.

## SUMMARY

The position supervises and coordinates direct services related activities of the program/facility. The position supervises and coordinates appropriate staff members by performing the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

Supervises, assists with hiring, and evaluates staff performance, develops measurable objectives for necessary improvements and implements appropriate corrective action to staff adhering to human resources policies and utilizing Human Resources when necessary.

Provides direct supervision of the direct care staff members and coordinates with other clinical, supervisory, and educational departments the programmatic activities to optimize client services.

Oversee direct care staff members scheduling to ensure compliance with maximum contractual guidelines, control overtime, and to ensure fair and equitable staff member schedules.

Review and approve direct care staff members timesheets to ensure accuracy and completeness and submit to appropriate payroll personnel in a timely manner to process payroll at the end of each pay period.

Regularly participates with and supervises clients in specific daily programmatic activities. Ensures contractual compliance and services provided in a professional manner.

Serves as a point of contact between supervisory staff and program/facility management

Assists program/facility director with programmatic goals and development.

Assists with managing client flow such as entering, discharging, and reentering program/facility.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION AND EXPERIENCE:

BA/BS degree in related field and minimum four years of progressively responsible experience in residential and non-residential program/facility of which two years experience must be in a supervisory or managerial level;

MA/MS in related field and minimum three years of progressively responsible experience in residential and non-residential program/facility of which one year experience must be in a supervisory or managerial level.

### Other Qualifications

Criminal clearances (Act 33 and 34 clearances, specific State and child clearances and if necessary FBI)

Pass pre-employment drug screen and pass non-communicable diseases physical exam

Valid driver's license and have a valid insured registered vehicle

To apply for a position with our company please go to our website, [www.abraxasyfs.com](http://www.abraxasyfs.com) and fill out a profile. After you are connected to our site, click on "**employment**", then click on "**apply for positions**", then select "**location**"; this will allow you to see all positions available at that location. Click on the position you are interested in, and then carefully read over the job description and requirements, making sure you meet all the requirements listed for that position. If you meet the requirements and want to apply, please click on the "**create a profile**" tab at the top or bottom of page, and then answer the questions that follow. Please make sure to copy and paste your resume in it's entirety including dates of previous employment.

After you have completed this step, we will review your information.