



JOB POSTING

Position title: Program Manager, Relative Caregiver Services

This position is responsible for providing administrative and operational support to the staff of the Relative Caregiver Program.

Duties and Responsibilities

- Provide information regarding relative caregiver services to potential clients and community partners.
- Create and oversee data tracking and reporting processes.
- Provide direct supervision to program supervisors, intake specialist and community and court liaisons.
- Provide fiscal and administrative oversight to the program.
- Assist the Director in facilitating the Advisory Board and Caregiver Task Force.
- Provide case consultation to supervisors and Family Advocates as needed.
- Track expenditures and financial requests and submit to DCS and F&CS finance teams.
- Submit eligibility waivers to DCS.
- Attend DCS RCP meetings.
- Aggregate monthly and quarterly data and submit to RedCap.
- Review case records.
- Participate in agency PQI processes.
- Ensure program contractual requirements are met.
- Regular attendance during office hours and reliable transportation required.

Requirements: This position requires a Masters degree in Social Work, Psychology, Counseling or related field and 3-5 years management/supervisory experience.

Submit resume to hrdept@fcsnashville.org

EOE M/F/D/V