



## ***Friends of the Children-Boston*** **Clinical Program Manager/Master Mentor (LICSW Supervisor)**

### **Organization**

*Friends of the Children-Boston (Friends-Boston)* is a prevention/early intervention program whose mission is to help children living in at-risk communities develop the relationships, goals, and skills necessary to break the cycles of poverty, abuse and violence in order to become contributing members of society. *Friends-Boston* identifies vulnerable kindergarteners/first graders from six of Boston's most troubled schools and matches them with trained Mentors. *Friends –Boston* makes a commitment to work with these children (Achievers) until they graduate from high school.

### **Job Description Summary**

Each Program Manager/Master Mentor works intensively with up to ten (10) Positive Peer AmeriCorps Mentors (PPMs). A Program Manager/Master Mentor develops a professional, supportive relationship with each Mentor. Some of the PPMs are social work interns consisting of both MSW and BSW students. The Master Mentor supports PPMs by overseeing the PPM's workload, providing administrative assistance and providing individual and group supervision to the Mentors. Some of the work of supervision includes assessing PPM's individual needs and helping them to set goals and guide them in their work with Achievers. A Master Mentor fully documents activities and participates in the ongoing evaluation process. Master Mentors report to the Executive Director.

### **Job responsibilities:**

#### **Management and Supervision-**

- Develop and sustain a productive, and supportive relationship with each Positive Peer Mentor (up to 10 total)  
NOTE: Social Work Interns MUST receive clinical supervision from an LICSW qualified supervisor
  - Provide weekly supervision to a team of Mentors (individual and group supervision)
  - Provide ongoing training and professional development to Mentors
  - Review PPM documentation
  - Provide social work consultation as member of "Achiever Support Team" along with other staff
  - Provide immediate consultation and support to Mentors around client and case crises
  - Serve as primary contact for field placement communication with social work schools
- Responsible for managing the performance of PPMs, including completing and conducting midyear and end of year performance appraisals. Hold PPMs accountable for work performance: adequacy of time spent with Achievers, quality and diversity of activities, and administrative responsibilities. Have continuing performance discussions to provide feedback and to ensure that goals and objectives are being fulfilled. Provide continuous constructive feedback and coaching as necessary, and manage any required performance improvement activities.
- Manage Paperwork: Make sure time summaries, activity journals, short and long-term plans, expense reports and evaluation materials accurately and on time and give monthly DAJ Feedback
- Work with team on continuing to develop the program

#### **Caregiver and Achiever Relationships-**

- Develop positive relationships with families/caregivers of Achievers through home visits and phone calls.
- Know and understand the needs and issues of each child served by PPMs on assigned team. Meet with each team member regularly, develop knowledge of academic performance for each Achiever, and assist in setting realistic goals.
- Provide transportation for Achievers/Positive Peer Mentors as needed

#### **Additional Responsibilities-**

- Participate in recruiting, hiring and training of PPMs as requested
- Manage Special Projects as assigned
- Other administrative responsibilities as assigned

#### **Education and experience requirements:**

- MSW and LICSW required
- Minimum of 2 years post-MSW supervisory experience preferred (supervising MSW level interns)

- Completion of a New England Consortium (NECON) of Field Education Directors- approved "Seminar in Field Instruction" preferred
- Previous experience working in children and family services and in schools
- Spanish and Creole language skills a plus

**Compensation:** \$40-\$45,000 DOE **Starting date:** February/March 2010 **Last Day to Apply:** February 15, 2010  
**Contact:** Please email cover letter and resume to [opportunities@friendsboston.org](mailto:opportunities@friendsboston.org).