



POSITION DESCRIPTION

Bridges Program Director Sojourners Care Network

Sojourners Care Network, a nonprofit organization rooted in Appalachian Ohio, empowers young people to become healthy, responsible, and productive citizens now and in the future.

We are seeking a detail-oriented leader as a Bridges Program Supervisor for Sojourners' Family Support Team.

Type of Position: Full-time, salaried. 40 hours per week. Salary \$42,000 to \$48,000 annually, depending on education, experience, and any relevant credentials. Eligible for full benefits, including life insurance, employee health reimbursement account, and optional medical, vision, and dental insurance.

This position is contingent upon continued grant funding.

Location: Based at Sojourners Family Center, 31860 Claypool Hollow Rd., McArthur, OH. Work-related travel throughout the region is required.

General Purpose: Bridges is a voluntary program available to young adults who leave foster care in Ohio at ages 18, 19 or 20 and who are in school, working, participating in an employment program, or have a medical condition that prevents them from going to school or working. The program provides guidance and support as they transition to adulthood.

Sojourners' Bridges program provides direct services for 25-30 young adults each month, ensuring they have safe, secure housing, consistent case management, and opportunities to learn independent living skills that will lead to long-term stability in their lives. These services are provided by trained Bridges Liaisons who meet regularly with each participant. The Bridges Program Supervisor's role is to oversee and coordinate their efforts and to work to ensure a high-quality experience for each person served in Sojourners' Bridges Program. The Supervisor will also play a key role in ensuring program compliance with state required case record and activity data entry and maintenance.

Work Hours: The typical hours for this position are 8:00 a.m.-4:30 p.m. Monday to Friday; however, some weekend and evening hours will be required.

Supervision: The Bridges Program Supervisor is directly supervised by Sojourners' Director of Family Support.

Job Duties:

- Serve as a primary source of information, assistance, and support for Bridges Liaisons.
- Monitor services being provided by Liaisons to participating young adults, including housing and basic needs.
- ***Supervisory management:*** Conduct and document (using Supervisor Activity Log) monthly face-to-face meetings with Liaisons, including SACWIS case review (checking for alerts, case entry quality control, timeliness and content of activity logs, proper recording of housing and tier records, eligibility maintenance, and monitoring the status of plan goals and budgets)

- **Referral management:** Routinely track the status of Bridges Program referral applications received. Assign referred young adults to Liaisons and assist the application and enrollment process toward. Ensure Liaisons communicate with the referred young adults and document those efforts. Guide and instruct Liaisons when to close referrals that are non-responsive or not moving toward eligibility.
- **Application management:** Review all Bridges applications (regular and provisional) prior to submission for enrollment; ensure applications are complete, accurate, and all required documentation is present. Monitor each application's progress through the submission process. Monitor and review applications that are denied; edit, correct deficiencies. and resubmit as soon as possible.
- Approve all Bridges plans, reviews, and amended Bridges plans in the required timeframes.
- Approve all documentation before it is submitted to ODJFS or courts.
- Complete Title IV-E eligibility and reimbursement records as required.
- Review each participant's program eligibility documentation monthly. Note and perform any needed corrective actions to maintain eligibility.
- Assign cases to Liaisons and help maintain and review case documentation in SACWIS.
- Approve tier overrides as necessary.
- Enter Supervisory Staffing notes in SACWIS at least monthly and adequately enter detailed case information in accordance with Supervisor Staffing Activity Log Details Template on the Collaborative Website Portal.
- Ensure that both Supervisor and Liaison activity logs are entered within five (5) calendar days of the activity.
- Review and follow up on SACWIS Action Items.
- Close cases according to policy.
- Review and follow up on critical incidents to ensure accuracy, completeness and effective resolution.
- Attend Collaborative functions including regional information sessions, trainings, and webinars.
- Attend and complete ODJFS-mandated professional development.
- Develop plans for case coverage needed when Liaisons are absent.
- Maintain an accounting of Participant maintenance funds.

Qualifications:

- Must be at least 18 years of age
- Bachelor's degree in social work, human services, behavioral health or related field required.
- At least three (3) years' experience working with children/families in the child welfare system required.
- Valid driver's license
- Current auto insurance coverage

Employment Screening: Employment with Sojourners Care Network is contingent upon on successfully passing required background checks and drug screening. Offers of employment are not extended until screening results are received, which may take 2 to 4 weeks.