Legal Aid Services of Oklahoma
Job Description (February 2021)
Parent Representation Division, PROGRAM MANAGER:

Legal Aid Services of Oklahoma is seeking an individual experienced with Oklahoma’s child welfare system to be the Program Manager in the Division of Parent Representation within LASO’s Tulsa office. DPR will provide an interdisciplinary approach to legal representation and advocacy in Tulsa County for indigent parents in juvenile deprived cases. The Program Manager will play a leadership role in LASO’s efforts to provide high-quality representation to indigent parents and will provide administrative oversight as well as expanding and managing the interdisciplinary personnel.

The Program Manager will need to create, evaluate, and refine processes and tools to deliver high-quality representation that encompasses the implementation of a social work and parent mentoring programs. He/she/they will regularly review, understand, and thoughtfully implement new initiatives by gathering, analyzing and reporting data and maintaining said data. The Program Manager will assist in providing training, oversight, and evaluation of social workers and the parent mentors. The Program Manager will attend and actively participate in LASO administrative meetings and agency-wide management meetings. The Program Manager will also work closely with other external stakeholders in the child welfare system. The Program Manager will also be responsible for implementing this pilot in other areas of Oklahoma should the need arise.

Duties and Responsibilities:

- Managing and directing DPR’s professional and support personnel, equipment, facilities, and dedicated finances;
- Evaluate LASO personnel and services of the department;
- Manage DPR database and all aspects therein;
- Allocate resources and plans for future services and budgetary needs of the department;
- Provides administrative oversight for non-attorney staff within DPR, including but not limited to hiring, performance evaluation, disciplinary action, and dismissal;
- Makes presentations and conducts trainings and seminars for staff, community groups, and organizations;
- Acts as the primary liaison and representative for DPR with DHS, law enforcement agencies, the courts, and community resources;
- Prepares reports and compiles statistics;
- Assists in the conduct of research and plans in the development of programs, policies and procedures, goals, and objectives of DPR;
- Prepares, analyzes, and present DPR budget and statistical reports;
➢ Meets with judges regarding court administration of deprived dockets;

➢ Ensures compliance with grant and/or contract agreements to private, State, and Federal agencies;

➢ Prepares and presents outcome and performance to policy makers, grantors, legislative bodies/committees, Oklahoma Supreme Court, and any other designated body as directed by LASO to illustrate the benefits and savings of the interdisciplinary high-quality legal representation model;

➢ Prepare policy manuals and handbooks for social workers and develop the parent advocate/mentor program;

➢ Collaborate with universities, community agencies, state executive agencies and the courts for the expansion of resources for attorneys; and

➢ Aids in the implementation of expansion of the department including any rural and/or statewide expansion.

Minimum Requirements:

Education and Experience:

J.D. from an accredited law school AND ten (10) year licensed attorney work experience; OR Master’s Degree in Social Work from an accredited program AND five (5) years direct experience with child abuse and neglect cases and the juvenile court system; OR Bachelor’s Degree in Social Work from an accredited college/university AND ten (10) years direct experience with child abuse and neglect cases and the juvenile court system; OR prior work experience directing, implementing and/or managing programs and five (5 years of direct experience with child abuse and neglect cases.

Preferred:

Three (3) years of supervisory or management experience.

➢ Knowledge, Skills, and Abilities:

➢ Knowledge of:
  o Management and supervisory principles, practices, and techniques;
  o Oklahoma Children’s Code and all other relevant State and Federal laws, codes, and regulations pertaining to child abuse and neglect;
  o Child development, social work, the child welfare system, and related community services available to support children and families;

➢ Skill In:

  • All aspects of substantive civil child abuse and neglect procedures and laws;
  • Negotiation and Alternative Dispute Resolution;
  • Database management;
• Supervising others, allocating resources and evaluating programs;
• Problem solving and decision-making;
• Both verbal and written communication, including presentations;
• Analyzing and appraising facts, policies, procedures in child welfare systems;
• Operating a variety of office equipment and software.

Ability To:

• Motivate, train and supervise support staff and attorney resources;
• Operate a variety of office equipment and computer including word processing, spreadsheets, databases and variety of software packages;
• Work independently and efficiently to meet deadlines;
• Manage time well and perform multiple tasks, and organize diverse activities;
• Work well under pressure and exercise tact in trying situations;
• Establish and maintain effective working relationships with departmental clientele, community agencies, and the general public.
• Manage, analyze and interpret office related data.

Work Environment & Other Information

• Normal office environment.

This job description is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities may be based on the specific tasks assigned to the position.