

JOB DESCRIPTION

POSITION TITLE: Program Director – Hispanic Services
DEPARTMENT: Catholic Social Services
REPORTS TO: Office Director
FLSA: Exempt
JOB CATEGORY: I-2

POSITION SUMMARY: Plans and coordinates the assigned program services in accordance with program requirements; develops volunteer support services and volunteer resources; promotes the assigned program and provides public relations; supervises assigned staff.

ESSENTIAL FUNCTIONS:

1. Directs and may participate in the case coordination, program administration, grant and volunteer services activities associated with the assigned social services program; participates in the development of program funds, policies and procedures, and may alter procedures to ensure effective delivery of services; participates in the planning and development of program services.
2. Assigns work to program staff; prepares work schedules; provides general instructions and professional assistance; coordinates the scheduling and completion of program assignments by determining operational priorities and resolving work load problems.
3. Reviews work to evaluate the appropriateness of services provided relative to client needs, and relative to established program and Agency goals, objectives, budgetary constraints, and work standards.
4. Assists in the preparation and administration of program budget, participates in the development of program funding and grant proposals, grant applications; prepares or directs the preparation and maintenance of routine records and reports of program activities and service volumes.
5. Participates in and conducts staff meetings; participates in discussions regarding program and Agency policies, procedures, and related matters; prepares and presents reports regarding program activities.
6. Develops and implements publicity programming within the community, and develops public awareness; represents the Agency at relevant community events; responds to inquiries and provides public relations.
7. Participates in the evaluation of Agency services and in strategic planning toward the accomplishment of the Agency mission; participates in the planning and execution of the Agency's Quality Improvement System and supports Agency compliance with relevant accreditation standards.

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8. Participates in the selection of, and supervises staff; plans, organizes and assigns work; provides training; evaluates employee performance and initiates disciplinary action.
9. Assists Office Director in program fund development; prepares, analyzes, and monitors program budget.

OTHER RESPONSIBILITIES:

1. Participates in staff training and development activities as directed.
2. Prepares and/or maintains a desk manual.
3. Performs other duties as required.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Four year degree in a relevant Human Services field, and 2 years experience in a social services setting; or an equivalent combination of education, training and experience.
2. Skill required to: work effectively with staff, volunteers, clientele, and the public; plan, organize, direct and coordinate program services; communicate effectively; promote social services programs and provide public relations; prepare and present reports; supervise assigned staff.
3. Requires fluency, orally and in writing, in both English and Spanish.

WORKING ENVIRONMENT: Responsibilities of this position involve travel and work beyond the regularly scheduled workday.

Effective: 09/15/08