

**POSITION TITLE:** Program Director

**SALARY LEVEL:**

**FLSA STATUS:**

**REPORTS TO:** Executive Director

**HOURS:** Full time, some evening and weekend work required

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### **SUMMARY**

Primary responsibilities are to coordinate the Family Support Program, supervise House Manager, and House Parents; as well as seek out collaborative opportunities with other childcare and family support agencies in the community.

### **PRINCIPAL ACCOUNTABILITIES**

1. House Parents/House Management
  - Supervise House Manager, Child Development Specialist, and intake specialists
  - Hire and supervise houseparent staff, seeing that Nursery is fully staffed at all times.
  - Develop and conduct training programs for all program staff
  - See that the Crisis Nursery is in conformity with licensing requirements at all times.
  - Responsible for documenting staff licensing requirements, i.e. TB tests, health cards, First Aid, and HIV certificates.
  - Plan monthly houseparent staff meetings and in-service trainings.
  - Supervise work-study and Jesuit Volunteer placements.
  - Supervise and recruit graduate level interns.
  - Be available for on-call on weekends.
  - Collaborate with House Manager to assure a clean and safe environment is maintained.
2. Clients and Families
  - Oversee the review all intake/discharge forms and daily staff notes for accuracy and appropriateness.
  - Hold regular reviews of families with intake and program staff
  - Train intake staff in effective case management.
  - Train and supervise House Parents in Nursery standards of child care
  - Maintain broad range of contacts within the child abuse and neglect prevention community to facilitate inter-agency collaborations
3. Funding
  - Develop tools for the collection and interpretation of data for total program evaluation.
  - Provide relevant information and statistics for grant proposals
  - Represent the Nursery in the community as requested
4. Family Support Program
  - Develop and implement a family support program that will be of long-term benefit to families utilizing the Nursery's services.
  - Develop and facilitate a strategic plan for Nursery programming

**PHYSICAL REQUIREMENTS:**

These requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

- Regularly standing, walking, sitting, listening, talking, and using hands and fingers, while occasionally climbing or balancing, stooping, kneeling, crouching, crawling, and reaching with hands and arms.
- Ability to lift up to 25 pounds.
- Specific vision requirements include close vision and the ability to adjust focus.

**WORKING CONDITIONS:**

Work is generally performed in an office environment with a quiet to moderate noise level. When attending special events employee may be exposed to a variety of outdoor weather environments and noise levels. Occasional travel is required.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES:**

- Must possess ability to train and supervise employees.
- Skilled in organizing, prioritizing and scheduling work assignments for self and subordinates.

**MINIMUM REQUIREMENTS**

- MSW or Masters in social services, child development, or related field.
- A minimum of two years experience in human services is required.
- Ability to plan and facilitate curriculum and programs to support families and children.