HOPES Program, Program Director

FLSA Status: Exempt, Full time

GENERAL DESCRIPTION AND PURPOSE:

The HOPES Program director oversees the HOPES Program including the Parents as Teachers affiliate and all subcontractors (WISD), Touch Points and any other future subcontractors to ensure that contract obligations are being met. The Director will be responsible for all the planning, implementation, and coordination of all aspects of service delivery, personnel development and clinical supervision, documentation and reporting, and community networking and outreach. Working with the Executive Director of the Family Abuse Center and the Director of Finance, the HOPES Program Director will oversee the implementation of the grant.

MINIMUM QUALIFICATIONS:

Education:

- Master's Degree in Human Services field required

Experience:

- 5 or more years' experience in the field of social services preferred.
- Experience supervising staff and managing budgets required

Skills/Abilities:

- Bilingual preferred
- Strong communication and interpersonal skills.
- Strong organizational and record keeping skills
- Commitment to reflective supervision, data collection, and continuous quality improvement.
- Computer skills; including web browsing, e-mail, Internet, and word-processing
- Understanding of grant implementation and budgeting.
- Ability to maintain personal balance and accomplish multiple tasks that require a variety of skills

LICENSES/CREDS竞技场:

- Supervision requires complete the PAT Foundational and Model Implementation Trainings before delivering the PAT model or supervising parent educators.
- LMSW required, LCSW preferred

ESSENTIAL FUNCTIONS:

- Coordinate and monitor the delivery of services in accordance with all grant requirements including PAT Essential Requirements, PAT Quality Standards, and affiliate policies and procedures
- Coordinate HOPES Coalition in order to develop/maintain relationships with community organizations and leaders to help grow and sustain the program
- Establish and update Memorandums of Understanding with community organizations, along with a Resource Network Directory
Oversee direct recruitment efforts or participation in centralized intake system
Supervise all staff including parent educators (maintaining necessary documentation of the following activities)
Provide at least 2 hours of individual reflective supervision monthly to each parent educator and other HOPES professional staff.
Provide an orientation process for all staff including new parent educators that begins with hiring and continues throughout the first year after PAT training
Conduct at least 2 hours of staff meetings monthly that cover administrative issues and provide opportunities for review of implementation data, case discussion, peer support and skill building
Observe parent educators delivering services within 6 months after training and then at least annually thereafter, providing verbal and written feedback
Observe at least 1 group connection quarterly
Facilitate parent educators’ completion of an annual core-competencies self-assessment
Complete an annual performance evaluation of each parent educator, including written professional development goals
Ensure that parent educators obtain necessary professional development and renew certification with PATNC annually
Ensure that staff have access to necessary technology, workspace and supplies to effectively fulfill their responsibilities
Monitor service documentation, data collection and reporting (including annual submission of the Affiliate Performance Report) and all HOPES reporting
Engage in quality assurance using PAT quality assurance tools
Facilitate continuous quality improvement
With the FAC finance department, maintain and monitor the budget for the HOPES budget including the PAT program.

Please send cover letter and resume to Kathy Reid at Kathy.Reid@familyabusecenter.org.