

POSITION DESCRIPTION

JOB TITLE: Program Director

JOB CLASSIFICATION: Exempt Full-Time

DEPARTMENT: Catholic Social Services, Women of Hope-Vine
Housing & Homeless Services Division

REPORTS TO: Assistant Director of Housing & Homeless Services
Division

DIRECT REPORTS: Social Work Supervisor, Food Service Manager,
Residential Coordinator, Maintenance

MAJOR RESPONSIBILITIES:

To oversees the program operation and direction of Women of Hope-Vine (Progressive Demand Residence) to ensure that residents are treated with dignity and respect and that their needs are addressed in accord with the professional standards of Catholic Social Services, the contract requirements with the Department of Behavioral Health, Intellectual Disabilities (DBHIDS) and PA Department of Human Services, as required for Licensed Personal Care Homes (PCH).

PRINCIPLE DUTIES AND RESPONSIBILITIES:

Plans, develops, and oversees the provision of all services to assure conformity with sound social work practice, the philosophy and ethical principles of the Catholic Social Services, and any applicable licensing/accreditation/funding requirements.

Holds or is able to obtain Personal Care Administrator certification. Attends twenty-four hours of continuing education classes annually, approved by PA DHS (i.e.: CPR, First Aid, Medication Adm., Direct Care, etc.)

Flexible work schedule for 24-hour facility and is available to be “on-call”. Oversee daily operation of the building and the contracts that operate within.

Maintain relationship and responsibilities with DBHIDS. Providing necessary programming and fiscal weekly/monthly reports. Monitoring referrals and sustaining census. Work closely with DBHIDS to implement and maintain state licensure.

Regularly updates site-based Policy and Procedural Manual and monitors Quality Improvements Initiative standards and data reporting for funding and regulatory bodies.

Guides Social Work Supervisor in all matters regarding the care of the residents including but not limited to intake/discharge of the women.

Actively develop programming and pursue appropriate opportunities to obtain funding. Assures that program operates within established budget throughout each fiscal year. Ensure fiscal procedures in compliance with license Personal Care Home regulations and Catholic Social Services.

Prepares, monitors, and maintains program budget, including personnel time records, office and travel expense, security and maintenance of facility, budgets for outside contractual services, and petty cash; assures that proper fee collection and third-party billing procedures; accepts and acknowledges charitable contributions.

Oversees all matters related to personnel including hiring, termination, and annual performance evaluations. Plans and coordinates new employee orientation; monthly in-service training; staff meetings; for the purpose of communicating priorities and objectives, resolving issues and planning work.

Directly supervises Social Work Supervisor, Food Service Manager, Residential Coordinator, and Maintenance staff.

Ensures appropriate staffing to maintain twenty-four-hour coverage and in compliance with PCH regulations.

Establish outcomes for services provided; monitors and revises these as necessary and submits quarterly reports to Assistant Director. Participates in divisional management team meetings and specialized committees as appropriate.

Maintains public relations with church, neighborhood and other interested groups and agencies.

Other duties as assigned.

REPRESENTATIVE KNOWLEDGE AND SKILLS REQUIRED:

- Knowledge of, and orientation of philosophy of Catholic Social Services as presented in Mission/Philosophy Statements
- Master's degree in social work with at least three years of progressive supervisory and management experience
- Holds or is able to obtain a certification as a Personal Care Home Administrator within the first 90 days of employment.
- Flexibility of work schedule.
- Excellent organizational and communication skills and ability to collaborate.
- Knowledge of, and sensitivity to, all issues that affect the client population (Homelessness, Mental Health and Substance Use Disorder) and an ability to advocate for the needs of the client population within the Agency and community at large.
- Hold a valid driver's license.