

CATHOLIC CHARITIES OF SOUTHEAST TEXAS
Job Description

Position: Program Director - Elijah's Place

Job Classification: Exempt / Full Time

General Description: Responsible for all aspects of the Elijah's Place Program, while providing a source of healing, growth, and wholeness for grieving families participating in the program. The program serves persons from all areas of the Diocese of Beaumont, from all religious, economic and ethnic backgrounds. Other duties will include supervision and training of volunteers, budgeting and financial management, and ongoing development of service delivery.

Organizational Relationships:

Reports to: Vice President of Programs

Also works with: Accounting Source and Administration Support Services, Program Directors and Staff Members, Board of Directors and Committees, Community Leaders, Donors and Funding Sources, Volunteers, Interns and Clients.

Essential Duties and Responsibilities:

- Evaluate services and assure the continual quality improvement of program services, while ensuring continuity with administrative and program policies and procedures.
- Responsible for ensuring an effective intake process for families wishing to register for the Program.
- Responsible for the planning, scheduling and oversight of the preparation for all support group sessions.
- Responsible for ensuring regular contact with families for support, management of attendance problems, and feedback regarding their experience at Elijah's Place.
- Responsible for the development, planning, advertisement and implementation of all community education projects, inclusive of exploration and establishment of community contacts.
- Responsible for the exploration of new children's support services throughout the agency's nine county service territory.
- Participate in fundraising projects and other development events as needed.
- Responsible for the planning and organization of the Elijah's Place Volunteer Training for Facilitators and other volunteer positions as applicable.
- Responsible for the overall record keeping for the Program and ensuring the confidentiality of the information contained within. (i.e. family files, telephone intake files, suspended family files, and waiting lists.)
- Securing and maintaining accurate service delivery statistics and President/CEO apprised of servicing issues, trends and cost implications.
- Preparing and monitoring a program budget and adhering to it, once approved.
- Works cooperatively with the President/CEO in coordinating Program related funding.
- Networking with existing social service agencies, psychological and psychiatric resources to foster effective consultation with and referral to appropriate medical, psychological and social work professionals when the need of the client indicates such actions.
- Must maintain licensure in the State of Texas.

- Performing other duties as required by the President of Programs and/or President/CEO, such as preparing for, attending and/or supporting special events and projects. Examples include: assisting with outreach activities, participating in staff retreats, United Way or other Funders' visits, agency fairs and speaking engagements, as deemed applicable.

Nonessential Duties and Responsibilities:

Performs other duties as assigned by the Vice President of Programs and/or the President/CEO.

Supervisory Responsibilities:

Direct supervision of Volunteers and/or Interns (as applicable).

Minimum Education:

Master's level degree preferred and state licensure/certification appropriate to their degree in social work, counseling, education, or related field is required.

General Qualifications:

- Background in counseling, social work, or education and experience working with children, adolescents, and/or families.
- Demonstrated sensitivity to diverse cultures.
- Demonstrated knowledge and ability in planning, research and evaluation methodology, and quality improvement.
- Bi-lingual in Spanish a plus.
- Experience in administering programs and supervisory skills.
- Proven leadership, administrative and organizational abilities.
- Strong written and verbal communication skills.
- Ability to identify priorities and coordinate a variety of functions and tasks.
- Must have reliable transportation and annually provide copy of current valid Driver's license and proof of personal automobile insurance to the Administration Office.

Equipment Used:

Telephone, personal computer, copier and fax machine.

Working Conditions:

Work is carried out in a controlled, agreeable environment as generally represented by normal office conditions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Contacts:

Requires contact by telephone, in writing, and personal contact with clients, prospective clients, other service providers, volunteers, and government agencies.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel and talk or hear. The employee will be required to periodically stand, walk and climb stairs. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

Mental and Aptitude Requirements:

Job requires ability to hear and talk; strong writing skills; analytical, conceptual, problem –solving and decision-making skills; and handling multiple tasks within the confines of deadlines.

Work Performance Measures:

- Must report to work on time.
- Must dress appropriately.
- Must keep all work accurate and current.
- Must adhere to agency employee handbook of personnel policies.
- Must maintain high level of knowledge of the program, its requirements, functions, and status, etc.
- Must adhere to the agency handbook of accounting policies and procedures.
- Must be responsible for protecting the confidentiality of information that may be of a personal or sensitive nature pertaining to employees, clients and/or the overall Catholic Charities agency.
- Must have flexibility in scheduling, availability for evening and weekend commitments.

Job Description Review and Acceptance:

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Program Director - Elijah's Place Signature

_____/_____/_____
Date

Vice President of Programs Signature

_____/_____/_____
Date