



<b>Job Title:</b>	Self-Sufficiency/Kinship Support Services/Veterans Program Director	
<b>Reports To:</b>	Executive Director	
<b>ID</b>	CALC	
<b>Type of Position:</b>	Hours <u>40</u> / week	
Full-Time	Exempt	

**GENERAL DESCRIPTION**

Generally responsible for the effective day-to-day operations of the Self-Sufficiency, Housing, Kinship Support Services, and Veterans Programs. This is to include developing, administering, expanding and/or enhancing all components of the program, grant writing, and grant management and compliance.

**JOB DUTIES**

Essential Job Functions:

The following information is intended to be representative of the essential functions performed by personnel in this position and is not all-inclusive. The omission of a specific task or function will not preclude it from the responsibilities of this position if the work is similar, related or a logical extension of the position. Other duties may be assigned.

- Supervision, training and direction to the Case Managers, interns and Facilities Manager
- Review existing services and make recommendations for changes including additions, eliminations and revisions
- Schedule staff and distribute workload
- Attend scheduled trainings and management meetings
- Attend Board meetings as needed
- Serve on community boards and councils as assigned by the Executive Director
- Work with Fiscal Officer and program staff to develop budgets for the Self-Sufficiency, Housing, Kinship Support Services, and Veterans programs
- Work with Fiscal Officer and program staff to ensure that programs are operating within budget limitations and are in compliance with grant requirements.
- Report to Executive Director and Board of Directors at least monthly on financial status of programs.
- Research and write grants for existing and new funding sources
- Serve as CALC liaison with funders for Self-Sufficiency/Housing Services program
- Submits monthly reports to Board of Directors and Executive Director and other reports as requested
- Work with staff to coordinate needed services for housing including repairs, maintenance etc
- Monitor housing rentals for eligibility and compliance

Supervisory Requirements:

- Supervision, training and direction to the Case Managers, interns and Facilities Manager
- Ensure Performance Evaluations are timely

**EDUCATION & EXPERIENCE**

- Associate's degree in public or business administration, management, social services, human resources, organizational development or related field; or progressive work experience with acquired knowledge at the level of an Associate's degree in the afore-mentioned fields
- Bachelor's degree in public or business administration, management, social services, human resources, organizational development or related field, preferred
- Two years supervisory experience; experience supervising and managing a program/departmental budget are preferred.



**KNOWLEDGE & SKILLS**

- Project Coordination
- Office Systems Management
- Leadership & Supervision
- Nonprofit Experience
- Knowledge of the Community
- Personnel Management
- Complex budgeting and reporting (Federal/State/Local)
- Fund Development/Grant Writing /Grant Monitoring and Compliance
- Budget and financial management
- Highly Organized
- Effective Communication, Oral/Written
- Strong Research & Analysis
- Excellent Computer skills
- Ethical & Professional
- Excellent Presentation & Training skills
- Understanding of Learning Styles
- Self-Motivated

**PHYSICAL & ENVIRONMENTAL REQUIREMENTS**

Reasonable Accommodations Can Be Made for Persons with Disabilities

- Must possess visual acuity and awareness to read, comprehend, and interpret written reports of a technical nature
- Speak clearly and hear well to correspond with others
- Must possess the stamina to remain seated for periods up to two hours
- Occasionally required to stand, walk, climb, balance, stoop, kneel, crouch and crawl to accomplish filing and general work
- Ability to lift 25 pounds
- Must be able to hear and process oral and telephone communications
- Must have dexterity to operate a computer, telephone, keyboard and other office equipment
- Must be able to tolerate Centrally air-conditioned and heated buildings as well as tolerate florescent lighting

**OTHER REQUIREMENTS**

- Professional Demeanor
- Positive Attitude
- Professional Appearance and Hygiene
- Dependability
- Strong Interpersonal Skills
- Attendance/Punctuality - Consistently at work and on time; ensures responsibilities are covered when absent; arrives to meetings on time

**Administrative Approval**

APPROVED BY	<i>Date</i>
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**Board Approval**

APPROVED BY	<i>Date</i>
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