



JOB DESCRIPTION

Position Title: Program Director
Reports To: Executive Director
Supervisory Responsibility: Yes
Full-time, Exempt
Salary: \$40,000-\$45,000 plus benefits

Work Schedule: Primarily day-time, Monday – Friday. Must work evenings and weekends as required to fulfill workload requirements. Work schedule will vary based on program needs.

POSITION SUMMARY:

The Program Director oversees and implements the agency's programs and services for women and girls. The Program Director oversees program operations, supervises employees, interns and volunteers and works in collaboration with the Executive Director and other agency team members. The Program Director also serves as an agency representative in community-based events and initiatives.

Essential Duties and Responsibilities include the following:

- Plans, manages, implements, and evaluates the overall operations of programs and services
- Coordinates, and when necessary directly facilitates, services including all programs and services for which the incumbent is clinically qualified
- Uses data to assess the effectiveness of the program and makes adjustments as needed
- Occasionally designs and implements new initiatives, strategies or events to serve and engage women and girls
- Creates and implements systems to structure and organize programs
- Ensures program goals and grant deliverables are consistently met or exceeded
- Accurately tracks and reports service statistics to agency and funders
- Responsible for ensuring the safety of all program participants
- Hires, trains, supervises and evaluates program staff, interns and volunteers
- Responsible for managing all resources to ensure the programs operate within budget
- Fosters positive relationships with all stakeholders and community resources in order to enhance the programs
- Collaborates with the Executive Director to ensure compliance with guidelines and standards set forth by the State of Florida and grantors
- Conducts regular self-audits to ensure the highest level of quality assurance and that the organization is well prepared for monitorings
- Fosters a safe and welcoming environment that embraces diversity
- Reviews and implements changes to standards as they occur and trains staff on changes to standards
- Demonstrates respect for, educates about, and designs and implements gender responsive programming
- Oversees and ensures staff is trained about and applies cultural competency and strength-based approaches to programming
- Provides counseling, support and direction for direct reports

- Participates and provides leadership in staff meetings, in-service training, agency events and workshops
- Ensures that all disclosures of abuse and neglect are reported as required by law.
- Follows the guidelines from Central Communications Center (CCC) and determines when to report incidents
- Provides crisis management, debriefing, and on-the-spot consultation to staff, interns and volunteers when necessary
- Utilizes strong organizational skills to manage multiple priorities simultaneously

Minimum Training and Experience Requirements:

- Requirements:
 - Minimum 4 years of experience working with children, adolescents and diverse populations.
 - Working knowledge around and the ability to articulate the importance of women and girls' empowerment, empowering gender-specific spaces, and the unique issues facing women and girls.
 - Proficiency in basic computer skills using office software such as MS Word, Excel, and other office equipment.
 - Current Florida driver's license.
 - 3-year driving record indicating eligibility to be insured by our organization's auto insurer.
 - Criminal background screening cleared as eligible to serve.
- Preferences:
 - Masters degree in Social Work or related field.
 - Experience working in a gender-specific program for women and/or girls.
 - Experience with Conscious Discipline.
 - Supervisory experience.
 - Experience working with grants and grants management.

Other Requirements:

- Must adhere to agency values and principles.
- Upholds the ethical standards of the agency.
- Follows policies and procedures of the agency.
- Must work early mornings, evenings and weekends as required to fulfill workload requirements.
- Must have reliable transportation to and from the agency and all service sites.
- Must be able to travel by automobile, plane, train, etc; occasional overnight travel may be required.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Compassion- genuinely cares about people, concerned about the work and non-work problems of others, available to help, sympathetic to others, and demonstrates real empathy with the joys and pains of others.
- Composure- handles pressure and stress well, is not defensive or irritated during tough situations, is considered mature, does not show frustration, and is a settling influence in crisis situations

- Creativity- comes up with new and unique ideas, easily makes connections among previously unrelated notions, and tends to be original and value-added in brainstorming settings
- Customer Focus-dedicated to meeting the expectations and requirements of both internal and external customers, gets first-hand information and uses it for improvements, actions are based on customers, and establishes and maintains effective relationships with customers and gains their trust and respect
- Integrity and Trust-is widely trusted, seen as direct and truthful, does not misrepresent themselves for personal gain, keeps confidences, and admits mistakes
- Listening-practices attentive and active listening, uses patience in hearing others speak, and can accurately restate the opinions of others even if opinions differ
- Drive for Results-able to figure out the process for getting this accomplished, knows how to organize people and activities, understands how to separate and combine tasks for efficiency, can see opportunities for synergy and integrations, ability to simplify complex processes, and gets more out of fewer resources
- Managing People – Includes staff in planning, decision-making, facilitating and process improvement, provides regular performance feedback, develops subordinates' skills and encourages growth, takes responsibility for subordinates' activities, continually works to improve supervisory skills.

Physical Demands: The physical demands of this job include manual dexterity. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics can be stressful, is fast-paced and requires alertness and flexibility. The noise level is generally quiet; however, noise can accelerate to moderate and high levels.

The Oasis Center for Women & Girls is an Equal Opportunity/ Affirmative Action Employer.

Applicants should read, understand and be qualified to perform all duties listed with or without accommodations.

How to Apply:

- Learn more about The Oasis Center for Women & Girls on our website at www.theoasiscenter.net
- Send a resume and cover letter by email to Heather Hernandez, Administrative Assistant at admin@TheOasisCenter.net. Position is open until filled but applications are requested by Friday, April 7, 2017 and priority consideration will be given to applications submitted by this date. Include in your cover letter detailing why this position appeals to you.