



GODDARD RIVERSIDE COMMUNITY CENTER

JOB DESCRIPTION

Title: Program Director	Program: Capitol Hall Residence Social Services
Supervisor: Associate Director	Last Updated: October 2016
Category: Full-time Salaried	Days/Hours: Mon-Fri 9:00 – 5:00pm
Essential Duties <ol style="list-style-type: none">1) Program oversight and quality assurance<ul style="list-style-type: none">▪ Assess new clients and assign to case workers▪ Oversee case management, rehabilitation services, program activities, financial management, medication management, Senior Supportive Housing Pilot Program, nutritionist/meals program▪ Participate in intake/admission meetings▪ Oversee work site and security of equipment and staff▪ Foster teamwork approach to client service planning▪ Support assistant director to operate the senior supportive housing pilot program2) Staff supervision<ul style="list-style-type: none">▪ Lead regular staff meetings to discuss program outcomes▪ Ensure that weekly supervision meetings are provided to review staff work progress and client outcomes.▪ Provide staff training on client care issues, agency policies and arrange for outside training as needed▪ Oversee the Janian medical care team to assure excellent service provision▪ Hire, evaluate, coach, discipline and terminate staff▪ Oversee scheduling to ensure adequate staffing3) Community and agency liaison<ul style="list-style-type: none">▪ Serve as liaison to other programs in GRCC's mental health continuum, to ensure good referrals and smooth transitions▪ Serve as liaison to related community programs▪ Serve as liaison to GRCC management and program directors and relate agency-wide information to staff▪ Collaborate with building management4) Program development and improvement<ul style="list-style-type: none">▪ Prepare program reports, data management, work with funders▪ Assist in developing program budget and monitor program expenses against budget▪ Prepare program evaluations and improvement plans5) Other duties as required	
Qualifications <p>LMSW required/LCSW preferred Experience with formerly homeless, individuals with mental illness Management experience<ul style="list-style-type: none">▪ Bilingual (English and Spanish) a plus</p>	
Physical Requirements <ul style="list-style-type: none">▪ Moderate computer work; occasional lifting of up to 30 lbs; some walking to visit clients	
Work Environment <ul style="list-style-type: none">▪ Indoor office and some client home visits may be required	
Contact Information <ul style="list-style-type: none">▪ Send cover letter and resumes with salary requirements to Roberta Solomon at RSolomon@goddard.org and copy employment@goddard.org.	

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of this position and title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job related task other than those specifically presented in this description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.