



# PROGRAM DIRECTOR

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**DEPARTMENT:** YAFW

**REPORTS TO:** Senior Program Director

**CLASSIFICATION:** Exempt

**# OF HOURS:** Full-Time, 40 hrs

**PAYRATE:** D.O.E.

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## **POSITION PROFILE:**

The Program Director provides overall coordination and supervision of the Community Assessment Team (CAT) juvenile diversion program and the CAT Plus, teen pregnancy prevention program. Monitors compliance with project budget and objectives. Serves as a liaison between CAT/Diversion and CAT Plus components and other SAY programs, community partners, County staff and the broader community.

## **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Supervises professional, para-professional and intern staff and conduct ongoing evaluation of staff performance as well as hiring and maintaining staff for program
- Oversees intakes, allocates case referrals and monitors caseload maintenance for CAT/Diversion and CAT Plus
- Manage contracts, including preparation of monthly reports, statistical compilation, liaison with contract monitors, preparation for service audits and contract negotiation
- Aggregate statistical data and prepares monthly reports for SAY and funding partners; Monitors expenditures for project budget
- Participates in meetings, collaboratives and coalitions, often making presentations to large groups; Participates in staff training, including identification of training needs and coordination of training opportunities for project staff
- Conduct regular, ongoing chart audits, no less than once per month
- Responsible for Unit Intern Program; Committee participation as assigned; Organizes and participates in community outreach
- Perform other duties as assigned by Senior Program Director

## **QUALIFICATIONS (Education, Experience and Certifications):**

- LCSW, MFT or Licensed Psychologist in the State of California preferred
- Licensed 2+ years preferred
- 1 year of management experience and 3 years of clinical experience
- Budget experience
- Experience with and respect for diverse cultures
- Experience in youth, family and community development methods
- Experience in program development, contract administration and compliance issues

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong supervisory skills for both clinical and administrative supervision
- Ability to establish and maintain effective working relationships with partners



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- Computer literacy
- Knowledge of local resources and services
- Ability to manage multiple demands and priorities
- Ability to prepare written and oral reports and communicate in a wide variety of public forums

### **WORKING CONDITIONS:**

**ENVIRONMENT:** Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level.

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

**MENTAL:** Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, and tactful and be able to provide professional leadership.

*The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*