**YWCA of Charleston**

Shanklin Center/Empowerment Homes/McCormick Housing Programs

Job Description

**JOB TITLE:** Program Director

**JOB PURPOSE:** To be responsible for the financial and program oversight of the YWCA Shanklin Center Empowerment Homes and McCormick Housing programs in order to provide safe supportive and comprehensive housing for eligible homeless individuals , chronically homeless individuals and/or victims of domestic violence in compliance with federal, state and organizational guidelines.

The programs will positively impact the short and long term self-sufficiency skills and abilities of residents.

**ACCOUNTABILITY:** Reports to the Director of Program Services

**STATUS:** Exempt

**DUTIES AND RESPONSIBILITIES:**

1. Coordinate the hiring, orientation, training and evaluation of staff, as well as initiating corrective action/documentation or terminating employment when necessary.
2. Responsible for budget development and monitoring of expenditures.
3. Ensures data is recorded and submitted in a timely fashion to satisfy reporting requirements of partnering agencies, funders and/or in-house request.
4. Identify opportunities to increase funding, including writing/submitting grants and maintaining partner relationships.
5. Establish standards for record-keeping and train responsible staff in correct reporting procedures and provide relief coverage for these tasks as necessary.
6. Plans and conducts solution-oriented staff meetings on a regular basis.
7. Supervises the scheduled maintenance and inventory control up of program facilities, equipment and furnishings.
8. Supervise all staff members to achieve quality performance that adheres to regulations and standards and issues correction action as appropriate.
9. Monitor the development of clients’ social service plans.
10. Effectively handle client-related crises in a timely manner.
11. Provide for the training of volunteers in program activities, rules, procedures and responsibilities.
12. Evaluate existing in-house programs for residents and develop new programs as needs arise.
13. Arrange for and present community educational programs.
14. Develop and implement all program fundraisers.
15. Brief Director of Program Services about program problems and issues.
16. Develop and implement new program policies with the approval of the Director of Program Services.
17. Work collaboratively and professionally with other YWCA programs/agencies.
18. Adhere to NASW Code of Ethics.
19. Other duties as assigned.

**QUALIFICATIONS:**

1. Bachelors Degree in Social Work or related field.
2. Eligible for licensure as social worker by the WV Board of Social Work Examiners.
3. Two years experience working with the homeless population or working with persons with disabilities.
4. Ability to develop effective social service plans with service recipients.
5. Capacity to assess economic, social, physical and mental health needs and circumstances of service recipients.
6. Knowledge of domestic violence issues.
7. Knowledge of theories, ethics and practices of social work.
8. Experience supervising employees.
9. Knowledge of federal and state law, regulations and programs in the social services field.
10. Working professionally with other agencies.
11. Utilize community resources for programs.
12. Ability to prepare grants/grant reports to secure funding .
13. Ability to advocate working with the population served.
14. Knowledge of crisis intervention strategies.
15. Ability to exercise a high level of confidentiality.

**PHYSICAL DEMANDS/WORKING ENVIRONMENT:**

* Regularly required to:
	+ Stand/walk for long periods of time without a break
	+ Remain seated in a normal position for up to half the workday
	+ Stoop, kneel, crouch, crawl
	+ Talk & hear; verbally express ideas, information, & instructions
	+ Lift , pull, push, carry up to twenty five (25) pounds
* Occasionally required to:
	+ Climb ladders
	+ Be exposed to outdoor conditions to assist with snow removal and general landscaping
	+ Lift , pull, push, carry up to fifty (50) pounds
* Rarely required to:
	+ Assist clients with physical limitations including exiting vehicles and rendering other types of assistance

Revised: 8/2014