



JOB TITLE Director of Programs
PROGRAM Family Services

JOB SUMMARY

The Catholic Charities Fort Worth Family Services department provides a variety of programs to reduce poverty and help clients build assets. These services currently include financial education, VITA tax return preparation, and four programs to prevent and intervene in homelessness, including homelessness among veterans. The Director of Programs is responsible for the strategic leadership of the Family Services department, including oversight of programs, supervision of five program managers, and maintaining compliance with all applicable professional and agency standards.

REQUIREMENTS

1. Monitor and evaluate program effectiveness against objectives. Identify and implement actions to improve effectiveness as necessary.
2. Ensure compliance with funding requirements, licensing requirements, COA standards, and agency quality assurance standards.
3. Guide the development of program annual operating plans with program goals, objectives, performance standards, budget, policies and procedures.
4. Cultivate positive relationships with relevant funding and monitoring entities, faith based organizations, social service providers, and other community partners.
5. Ensure effective communication with department staff, peers and agency leadership.
6. Monitor and evaluate staff performance to ensure compliance with all expectations and standards of practice. Provide supervision, mentoring, and coaching to develop program leadership.
7. Research and analyze community trends and emerging needs. Develop, evaluate and modify program responses to address identified needs.
8. Monitor overall department revenues and expenditures to ensure accountability and operation within established budget.
9. Create an environment consistent with agency culture, mission, vision, and values.

QUALIFICATIONS

1. Master's degree in Social Work, Business, Public Administration or a related field, plus three years of experience managing professionals in a social service or business environment; or an equivalent combination of education and experience.
2. Experience in managing multiple programs and budgets.
3. Experience in developing and implementing programs, policies, and procedures in compliance with applicable contracts, grants, standards of practice, and budgets.
4. Excellent written and oral communications skills in English.
5. Good computer skills in Word, Excel and Internet browsers.
6. Grant writing experience preferred.

WORK HOURS AND LOCATION

Regular office hours are 8:00 a.m. to 5:00 p.m., Monday thru Friday. Due to the responsibility of the position, work on the weekends or after hours is occasionally required. Work location is the Catholic Charities Fort Worth main campus at 249 West Thornhill Drive, Fort Worth, TX 76115.

TO APPLY

Interested persons should fax or email a cover letter, resume, & salary requirements to:

Catholic Charities Fort Worth
Attn: Human Resources
249 West Thornhill Drive
Fort Worth, TX 76115
Fax: (817) 535-8779
Email: ccresume@ccdofw.org

Due to the volume of responses, only qualified parties will be contacted. No phone calls, please.

Date Posted: February 9, 2012. Position will remain open until filled.