

CAREER OPPORTUNITY



Title: Director, Dayton Programs

Hours: Full Time (37.5 hours per week, Exempt)

Brief Description:

Manages the clinical and administrative operations of CSSMV's Dayton service programs. Works collaboratively with other members of Executive Team to assure quality of the overall organization. Represents agency and client interests in the community. Responsible for program compliance and measurement and communication of impact.

KEY RESPONSIBILITY AREA MAIN DUTIES (Not all-inclusive)

I. Clinical oversight and management of staff (25%)

1. Ensures appropriate staffing levels to implement quality programming
2. Supports program management in the recruitment and hiring of professional staff
3. Oversees qualified staff and assigns supervision of Social Work interns to meet program responsibilities and maintain professional standards of practice
4. Facilitates group and individual supervision with Program Management staff to promote a culture and standard of professional growth and development
5. Ensures staff deliver services in a competent and professional manner and provides consultation and case conferencing support as needed.

II. Program development and strategic planning (25%)

1. Provides leadership for facilitating and communicating strategic vision for Dayton Area programs
2. Maintains knowledge base of programming areas and stays attuned to service trends, best practices, and policies guiding service delivery
3. With relevant Program Management staff, leads program development aligned with industry standards and client needs.
4. Responsible for completing strategies related to strategic initiatives, appropriately delegating and utilizing input from Managers and front-line staff
5. With Program Management staff, provides reports on all assigned program areas to the Community & Agency Committee and when requested to the Board of Directors

III. Grant/contract Management, compliance, and program impact (20%)

1. Oversees public funding contract development, reporting, and compliance
2. Works closely with the Director of Marketing and Development on appropriate grant selection, ensuring alignment with strategic initiatives
3. Collaborates with Program Management and Quality Assurance staff to ensure processes are in place for the appropriate tracking and reporting of program outcomes and impact
4. Provides input for grant proposal submission, progress reports, and grant close out processes
5. Maintains knowledge and engages in ongoing training to maximize use of internal and external databases and data management platforms
6. Assures that professional qualitative and quantitative reports are submitted that meet legal, funding, and accreditation requirements.

IV. Community Collaborating and Relationship Development (15%)

1. Maintains positive working relationships with community funders, planning bodies and collaborating agencies
2. Develops and maintains relationships with peer organizations and identify opportunities for partnerships to enhance CSSMV services
3. Participates in community planning activities and advisory boards representing clients served and to assess CSSMV service alignment with community needs

V. Financial Planning and Budgeting (15%)

1. Responsible for assisting the Director, Finance and Administration in preparation and monitoring of the Dayton office programs' financial planning and budgeting
2. Appropriately provides input in annual budgeting process
3. Ensures that Programs have balanced budgets
4. Ensures that resources are distributed according to plans, budgets and grants allocated to undertake programs
5. When necessary, provide support to fiscal staff in monitoring resources according to standard accounting and management practices
6. Ensures strategic plan initiatives in this area are met

MINIMUM EDUCATION, KNOWLEDGE, AND EXPERIENCE:

- Bachelor's Degrees in Social Work with a minimum of 5 years post-graduate experience, which includes supervision and administration
- Licensed or licensed eligible by the State of Ohio at an LSW, LISW, or LISW-S level
- At least five years of supervisory or management experience
- Thorough knowledge of professional social services practice and standards
- Ability and /or knowledge to plan, develop, monitor and evaluate programs
- Knowledge of fiscal management and budgeting
- Ability to manage personnel and provide leadership
- Ability to assess community needs, develop programs that respond to community needs and agency mission, including ability to develop, formulate and present strategic planning process and implement such, while involving others
- Ability to effectively work with other organizations in the community
- Commitment to CSSMV's mission and goals and knowledge of the Catholic faith

*Interested candidates should send a resume with salary requirements to: Human Resources, Catholic Social Services of the Miami Valley 922 W. Riverview Ave., Dayton, OH 45402
Or email to jobs@cssmv.org or fax to (937) 222-6750*