

# Tuscaloosa's One Place

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## Program Director Job Description

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*Tuscaloosa's One Place, A Family Resource Center empowers people to achieve their full potential. We provide resources to: promote self-sufficiency, strengthen families, and prevent child abuse and neglect; thus improving the quality of life for all members of our community.*

Starting Pay: \$40,000

FLSA: Exempt

### QUALIFICATIONS

- Bachelor's degree in social work, psychology, counseling, human development, education or a related field required. Master's degree preferred.
- Experience working with families and/or children at risk preferred. At least one year of supervisory experience preferred.
- Prior experience with a family resource organization a plus.
- Must possess and maintain a valid Alabama driver's license and current auto insurance.
- Must have reliable transportation for business use.
- Must be cleared through the Child Abuse Central Registry and pass a background check
- Any combination of education and experience that includes the knowledge, skills and abilities to successfully perform the essential functions.

Reporting to the Assistant Executive Director and working with the Grantor, the Program Director manages an assigned program within Tuscaloosa's One Place (TOP) ensuring that all grant requirements are met, overseeing strength-based services to consumers, and performing other administrative duties as necessary to ensure that the program operates effectively and efficiently within the guidelines of the grant and TOP.

### DUTIES AND RESPONSIBILITIES

**The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

- Supervise staff and interns to ensure a strength based approach to working with consumers within the assigned program.
- Evaluate the program to ensure adherence to grant requirements including financial expenditures, goals, program materials and documentation.
- Monitor staff performance to ensure that agency, program and individual goals are being met and provide training as necessary to improve performance.
- Recruit and interview applicants, interns and volunteers and make hiring and placement recommendations.
- Support TOP efforts in promoting TOP throughout the community by working with community partners, serving on various committees and attending community events.
- Recommend policies and procedures that guide and support quality services within this classification.
- Research and assist with the writing of grants as requested by the Assistant Executive Director.

- Attend meetings, seminars, and training sessions to remain knowledgeable of TOP operations and to promote improved job performance and communications; reads professional literature and maintains professional affiliations.
- Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.
- Must meet regular attendance requirements.
- Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

## **REQUIRED SKILLS**

- Ability to work collaboratively and independently
- Ability to speak and write persuasively.
- Highly creative in developing approaches to reach target audiences
- Ability to meet with consumer groups to determine “wants”
- Superb organizational skills and critical thinking abilities.
- Knowledge of Microsoft Office (Word, Access, PowerPoint).
- Ability to occasionally push, pull, lift, carry and/or move up to 50 pounds
- Ability to stoop, bend, squat, climb stairs, crouch or kneel on an occasional basis