

Career and Family Services Program Director

L.E.A.P. - Fort Edward, NY

The Career and Family Services Program Director is directly responsible to the L.E.A.P. Executive Director. The Director ensures that the Career and Family Service programs follow all applicable Federal and State regulations, required performance measures, developed Plan requirements, as well as, all rules, regulations and requirements of all funding sources administered through the Department. It is the understanding and expectation of this organization that all employees will take the opportunity to contribute to the overall success and mission of the agency above and beyond the basic requirements of their job.

Responsibilities:

- Establish, respect and maintain confidentiality of the agency, its employees, its customers and its governing boards, both within the agency and the community, in accordance with agency policy and applicable state and federal laws. Establish, ensure and adhere to all program policies and procedures.
- Ensure appropriate Staffing, Supervision and Professional Development for Staff within the Career and Family Services Department as outlined in the Employee Handbook.
- Consult with the Human Resource Director as necessary to ensure compliance with applicable employment law.
- Assist the Executive Director and the Human Resources Director in maintaining staff utilization and developing a program, which ensures an analysis of staff needs.
- Ensure that all staff receives training necessary to support their job duties and requirements of our funders.
- Work together with Finance Director, Executive Director as necessary to prepare all required budgets, plans, applications, required documents for all federal, state, and local funding sources.
- Ensure and coordinate the program reviews, revisions, etc. of all program plans, contracts, agreements, policies and procedures are completed as required.
- Ensure that all monthly, quarterly and yearly program and fiscal reports are compiled and submitted according to program rules regulations and compliance.
- Develop and maintain a management system that ensures proper planning and efficient operation of all programs within the department.
- Ensure a financial management system, with the assistance of the Finance Director that maintains control over current operations and provides accurate, up-to-date and complete disclosure of financial matters.
- Ensure ongoing in-house monitoring of all programs with timely written reports. Review of reports and necessary actions taken in a timely manner.
- Establish and maintain an internal communication system which facilitates the flow of information to and from staff, customers, agency partners, to the Executive Director and Board of Directors as appropriate.
- Identify and work closely with other resources and resource providers both in and outside the local community, including social service agencies, Office for the Aging and Housing programs, public and private schools, youth service agencies, workforce investment board/programs and all other appropriate services.
- a) Maintain a positive and active public relations effort within the community in order that the program's philosophy and goals are better understood.
- Conduct and/or participate in all appropriate staff, administrative, Board committee and Board meetings.
- All other duties assigned by the Executive Director

Qualifications:

- Minimum B.A./B.S. in appropriate field.
- Administrative and Supervisory experience preferred.
- An understanding and knowledge of adult, youth, elderly, dislocated workers, etc. employment needs within Washington County and surrounding areas.
- Strong communication and organizational skills.

Job Type: Full-time

Salary: \$50,000.00 /year

Experience:

- Supervisory/Management: 5 years (Required)

Education:

- Bachelor's (Required)