



POSITION DESCRIPTION

Program Director	
Department: Violence Prevention & Intervention (VPI) Program	Status: Regular Full-time, Exempt
Reports to: Vice President of Children's Services	Last Reviewed: October 2022
Titles reporting to this role: Program Assistant, Clinical Supervisor, Therapists, Interns & Volunteers	Next Review Date: March 31, 2023

Position Summary:

Casa Central's Violence Prevention & Intervention (VPI) program provides high-quality, culturally and linguistically attuned, trauma-informed therapy and support services to individuals and families impacted by domestic violence, child abuse/neglect, and other traumas.

The VPI Director is responsible for all aspects of day-to-day program operations. The Director will provide reflective, clinical, and administrative supervision to team members; engage and collaborate with service partners in the community; maintain a coalition to identify and improve community-wide violence prevention and intervention services; develop and implement a public awareness campaign to improve community knowledge of various forms of violence and its effects on families, adults, children and communities; ensure compliance with contractual mandates; engage in strategic plan.

Essential Duties and Responsibilities

Include the following, other duties as assigned:

Program Administration

Coordinate basic monthly planning for the Domestic Violence and Safe Start programs. These include, but are not limited to: support groups, community trainings/in-services on behalf of both programs, and special events planning. Approve time sheets and ensure compliance with agency and funder guidelines, ensuring that daily activities are within the allowable activities approved by the agency. Fulfill role and responsibilities as assigned in the RACI (Responsible – Accountable – Consulted – Informed) Matrix. Plan and communicate on grants/contracts as detailed in the RACI Matrix. Monitor and track grants/contracts utilizing the RACI Matrix tools. Ensure participant and program-level employee files are kept current and in compliance with COA, licensing, agency, and other relevant standards. Ensure deliverables/indicators are delivered as agreed in executed contracts. Ensure all required program databases are maintained. Develop and maintain record-keeping and management systems to facilitate communication, streamline reporting, and maximize outcomes. Formulate all program, operational, fiscal and/or personnel reports and assure submission by required deadlines. Coordinate the development of VPI policies and procedures. Act as the liaison for contractual therapists/any therapeutic service agreements made on behalf of VPI, to monitor and ensure that service agreements comply with agency policy. Plan and communicate on grants/contracts; monitor goals, track data and collaborate as needed to fulfill responsibilities required for grants/contracts. Submit reports to funders and other internal and external stakeholders, detailing inputs, outcomes, indicators, activities, and processes on behalf of the Safe Start and Domestic Violence Intervention program components. Ensure ongoing compliance with contractual obligations, including compliance with Medicaid/Part 132/Part 140 service delivery.

Personnel Management, Supervision & Team Leadership

Directly supervise the Clinical Supervisor, 2 Therapists and Program Assistant; provide clinical guidance and administrative direction; may supervise student interns/volunteers. Cultivate a professional and respectful work environment; develop activities and trainings to support the establishment and sustainability of the team culture and professional development of the VPI program staff. Manage the selection, onboarding, ongoing training, and performance evaluation of staff. Develop and sustain a program meeting schedule that facilitates communication and support amongst program staff, whether in individual or group settings. Coordinate and monitor intern/student/volunteer placements on behalf of the VPI programs. Engage in clinical and administrative individual supervision and consultation for program and staff support as well as adherence to program clinical treatment modalities.

Participant Service Delivery

Monitor and evaluate service delivery and review all reports before submission. Provide conflict resolution assistance with issues pertaining to participant and employee relations as needed. Engage in multidisciplinary efforts to support the provision, collaboration and continuity of care for families; this may include participation in clinical staffings, Child and Family Team meetings and court proceedings; may require collaboration with early childhood professionals, medical professionals, legal personnel, judicial personnel, child welfare professionals, other mental health professionals, etc. Follow confidentiality guidelines at all times, according to agency policies and procedures and the Social Work Code of Ethics. Report any suspicion of client, child, or elder abuse to proper authorities according to Mandated Reporting Laws.

Fiscal Management

Support with the planning, preparation, and management of the program's budget. Monitor grant/contract budgets to maximize the utilization of resources and communicate need for budget modification in a timely manner.

Community Outreach & Training

Oversee activities related to Safe Start coalition meetings with partners. Coordinate and provide ongoing general trainings on the effects of violence on young children, domestic violence, and other relevant themes, as well coordinate specialized trainings, utilizing consultants and/or specialists, for partners, staff, and community members.

Performance & Quality Management

Implement the agency mission, philosophy, and core values to direct daily work and decision-making. Adhere to agency policy and support staff with understanding and adhering to agency policy. Be actively involved with, and knowledgeable about, the agency's Performance Quality Improvement (PQI) structure and process. Using the Quality Improvement Cycle, develop, create, manage and execute annual work plans goals and objectives. Support the PQI system through engagement in committees and ensuring program compliance with PQI standards and schedules as it pertains to reports, evaluations and data collection. Oversee the completion and submission of timely reports, including participant demographics, program dashboard, and other information as requested. Keep abreast of economic conditions, trends, and developments in the sector, and inform administration of developments to ensure service quality and continuity. Responsible for promoting the achievement of program goals.

Stakeholder Relationships & Partnerships

Nurture positive and collaborative working relationships with other agency staff as well as outside stakeholders and partners. Maintain role as liaison with citywide, community and neighborhood institutions, organizations, funders, and other stakeholders. Represent Casa Central in meetings with government agencies and other community organizations.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills' testing. To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to perform the essential functions.

Education/Experience:

Master's Degree in Social Work or Human Service-related field required, including LCSW, LCPC, or other relevant clinical license (LPHA). Previous supervisory experience and experience working with children and families impacted by violence and trauma. Obtaining 40-hour Domestic Violence Certification will be a requirement for this position.

Language Skills:

Bilingual in Spanish preferred.

Computer Literacy & Knowledge Skills Abilities:

Must be computer literate in Microsoft Word and Spreadsheet management.

Mathematical Skills:

Ability to prepare statistical reports for program services.

Operating Environment and Working Relationships:

This position works collaboratively with Casa Central management team to administer and coordinate agency programs, which serve individuals and families.

Decision Making Authority:

Exercises independent judgment in executing tasks.

People Management:

Ability to engage and lead community partners. Ability to work well independently and collaboratively.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry up to 25lbs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be

constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature/ Firma de Empleado: _____

Date/ Fecha: _____

