



JOB POSTING

Position title: Program Director, Child Welfare and Permanency Related Services

The Program Director plans, develops, oversees, and evaluates services; assures adequate staffing; oversees the quantity and quality of services; all assigned program areas related to child welfare and permanency services. In partnership with the CFO, the Program Director is responsible for developing, managing and monitoring financial performance of all assigned programs. The Program Director will work in partnership with the CPO on all aspects of program performance.

Duties and Responsibilities

- Effectively represent the agency and its clients in the child welfare sector with specific expertise in foster care, adoptions, independent living, special needs populations, loss and grief, and adverse childhood experiences.
- Ensure that program outcomes are met to ensure compliance with funding and agency goals while also maximizing service and impact to clients.
- Complete HR functions of role, in accordance with agency policy, including but not limited to: participate in the recruitment and interviewing process; make recommendations regarding hiring, discipline, and termination. Conduct and administer discipline and employee performance reviews; provide employee with coaching and support.
- Stay abreast of the contents of the employee handbook to assure employee adherence to the manual or to provide guidance as necessary to staff as it relates to topics covered in the manual.
- Maintain ongoing training and development plans for programs as whole and individual employees; lead trainings and in-services with program staff and agency at large; assess trainings and support needs of direct reports on an ongoing basis.
- Provide individual and group supervision for direct reports. Ensure that direct reports provide individual and group supervision for program staff; maintain records of all individual and groups supervision/meetings.
- Liaison with state and federal government and funding providers related to policy and grant concerns.
- Contribute to reporting process or directly report to funders on an ongoing basis.
- Training and outreach material development and presentation.
- Regular attendance during office hours (M-F 8:00-5:00) and reliable transportation required.
- Serve as a member of the agency leadership team, with the goal of supporting internal collaborations and success of the agency as a whole.

Degree required and qualifications: This position requires a Masters degree in Social Work, Psychology, Counseling or related field and 3-5 years management/supervisory experience of counseling and program staff and 2-3 years of direct service/counseling experience and staff development. Additionally, this position requires extensive experience related to foster care and adoption case management and policy development, in addition to vast experience in training and community outreach in the areas of child welfare, special needs populations, case planning and coordinated community response.

Submit resume and salary requirements to:

Email to hrdept@fcsnashville.org OR

Fax to 615-866-5122 OR

Mail to 2400 Clifton Ave., Nashville, TN 37209

EOE M/F/D/V