



JOB POSTING

Position title: Program Director, Relative Caregiver Program

The Program Director plans, develops, oversees, and evaluates services; assures adequate staffing; oversees the quantity and quality of services. The Program Director is responsible for developing, managing and monitoring financial performance and quality performance. The Program Director will work in partnership with Senior Director of Child Permanency and will work closely with the RCP Program Manager. The Program Director will work with the RCP Leadership Team in hiring, onboarding and providing leadership to program staff. With the support of the program manager the Program Director will ensure that all program reports and financial reports are accurate and timely to meet internal and external deadlines.

Duties and Responsibilities

- Complete necessary program and financial reports
- Lead team meetings
- Work with Senior Director in program design
- Ensure quality and ethical services are provided
- Provide leadership to RCP leadership team
- 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 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.
- 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.
- Reporting to funders on an ongoing basis.
- Training and outreach material development and presentation. practice.
- Regular attendance and reliable transportation required

Requirements: Bachelors degree required. Masters preferred plus 1-3 years supervisory experience and/or counseling/direct service experience.

Salary: \$65,000

Submit resume to hrdept@fcsnashville.org

EOE M/F/D/V