



## Program Director Position Description

**Reports To:** Executive Director

**Mission:** Providing intervention and advocacy for children who are victims of, or witnesses to, crime.

**Vision:** Kids FIRST's Vision is to minimize the trauma inflicted upon children and families of child abuse and neglect through its multidisciplinary intervention, advocacy, support and strong community partnerships.

### **POSITION OVERVIEW**

The Program Director provides quality assurance and direction to all non-clinical client service programs (currently Advocacy, Forensic Interviewing and Medical) in support of the mission of the Center. This requires the ability to think broadly and strategically about the Center's work, as well as to be detail oriented and organized about the implementation and structures necessary to move the Center's vision into reality. This position is full time, salaried/exempt.

### **JOB RESPONSIBILITIES**

#### Programming

- Works with Executive Director to ensure quality program development and execution;
- Oversees and supports all non-clinical programs; oversees new program development and expansion of services;
- Responsible for recruitment, hiring, supervision and performance reviews of Victim Advocacy staff; makes recommendations to ED for compensation and personnel actions involving supervised staff;
- Oversees document development for the various programs; assists in the development of all external communication materials about the non-clinical programs; ensures maintenance of appropriate resource materials for client waiting/activity and information areas;
- Oversees client data tracking system, documentation of data, and quality control; ensures quarterly reporting for these programs and provides information to Executive Director;

- Is responsible for Outcome Measurement System, including implementation, maintenance, and reporting to Executive Director;
- Monitors the effectiveness of all non-clinical client services programs and makes adjustments as needed;
- Supervises the collection and monitoring of trends for all non-clinical client services data collected;
- Provides feedback and suggestions to Executive Director regarding team issues or needs which may arise;

#### Grant Reporting and Management

- Oversees and manages services and data for grants received to fund client services and ensures reporting is submitted on a timely basis.
- Ensures that services offered comply with policies of NCA Accreditation requirements and grants/contracts received by CAC;
- Provides support in grant writing and management, including tracking, compiling, and reporting all data for timely monthly, quarterly, semi-annual, and annual statistical reporting as required by grantors;
- Works closely with ED, Finance, and Development to ensure funds are available for all programs, and that all requests and grants submitted are appropriate and not duplicated;

#### Additional Duties

- Provides outreach/information services to local law enforcement, schools, and service agencies in conjunction with other partner agencies; answers questions from community and provides referrals;
- Provides Center representation at community events, multidisciplinary team meetings and taskforces;
- Participates in fundraising and community awareness events;
- Provides on-call support through a staff rotation;
- Other duties at the discretion of the Executive Director

#### **QUALIFICATIONS**

- Bachelor's degree or higher in a related field (Social Work, Sociology, Psychology, Criminal Justice)
- 5+ years in management roles and/or operations in a social justice/social service nonprofit context.
- Experience with Microsoft Office suite and database management. NCAtrak or electronic health records (E.H.R.) experience a plus.
- Ability to pass comprehensive criminal and child welfare background check.
- Commitment to the mission, values, aspirations of Kids FIRST.
- Proven ability to implement vision, think strategically, creatively problem solve, exercise good judgment and lead change.

- Proven ability to work in a team and build working partnerships. Can flexibly share leadership and build consensus.
- Can take initiative and make difficult decisions.
- Success supervising and mentoring staff and supporting professional and leadership development.
- Respect for confidential information and the privacy of those the Center serves.
- **Must exhibit** strong interpersonal skills with ability to effectively communicate with a diverse group of individuals including high-level administrators, multidisciplinary team members, volunteers, interns, donors, and peers; ability to maintain a high level of confidentiality; ability to initiate positive interactions with co-workers, families, visitors, and stakeholders; ability to work in a fast paced environment, under tight deadlines, with meticulous attention to detail. Ability to be proactive, positive, and solutions oriented; ability to be supportive of all team members is essential. A positive “can do” attitude and willingness to work until the job is done is essential.

### **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 frequently required to stand; walk; reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 15 pounds.

### **WORK ENVIRONMENT**

This position is based in an office setting.

### **COMPENSATION:**

Salary range: \$50,000-\$70,000 annually, DOE

Kids FIRST offers a competitive benefit package, including but not limited to: paid time off, paid holidays, employer paid health and dental benefits for employee and family, and retirement match.

**Paid Holidays:** New Year’s Day, Martin Luther King Jr. Birthday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

**Benefits:** Kids FIRST will pay 100% of the premiums for the following after successful completion of a 30-day probationary period:

**Retirement:** Simple Plan, American Funds (up to 3% salary match contribution)

**F.S.A:** Pacific Source F.S.A. (no premiums; participation is voluntary)

**Disability:** Short Term Disability and Long Term Disability

**Fire Med:** Membership for Lane County Fire Med ambulance services

**Health:** Providence Oregon Standard Silver Plan (employee and family)

**Dental:** Pacific Source Dental Choice (employee and family)

**Vision:** Included in basic health plan

**TO APPLY**

Please send resume, a cover letter outlining the required and preferred experiences that meet this position description, and at least three professional references to:

[hiring@kidsfirstcenter.net](mailto:hiring@kidsfirstcenter.net)

Incomplete applications will not be considered.

*Kids FIRST is an equal opportunity employer committed to respectful, quality care to children and their non-offending family members from diverse racial, ethnic, religious, and non-traditional family forms. Under the provisions of the Immigration and Reform Act of 1986, the candidate will be required to provide evidence of identity and eligibility for employment.*