

Friends Outside in Los Angeles County

Position Description: Program Director

Position Overview

This full-time (40 hours per week) position is new. The goals of the position are to facilitate smooth day-to-day operations of the organization, ensure compliance with the organization's contracts, supervise and support staff to ensure quality services, accountability, and program outcomes are realized, and assist the Executive Director with the on-going development of evidence-based programs that align with Friends Outside's Mission. In addition to meeting the required educational and experiential qualifications, the successful candidate must have excellent supervision, communication, and organizational skills, and be detail-oriented. The Program Director will participate on the Executive Management Team and report directly to the Executive Director.

Wages and Benefits

\$50,000 - \$55,000, with health benefits, including a dental and vision plan; paid vacation; and non-matched, optional participation in a 403 (b) retirement savings plan.

Job Duties

Contract Compliance

- Assist Executive Director to ensure contract compliance.
- Develop and maintain thorough knowledge of contracts.
- Coordinate the completion and timely submission of required reports.
- Conduct planned and random site visits and client file reviews at Friends Outside's offices (Pasadena, Watts, Long Beach) and project sites (which include but may not be limited to Los Angeles County Jails) on a monthly basis, or as requested by Executive Director.
- Maintain contracts, contract documents, monitoring reports, and information regarding monitoring reviews in organized binders.
- Maintain centralized information regarding contract goals, outcomes, and other performance information.
- Maintain centralized information regarding contracting agency personnel and contact information, and a schedule of report deadlines.
- Assist in the preparation of and be present during monitoring reviews.
- Coordinate purging of client files and program documentation as appropriate.
- Maintain confidentiality as required by Friends Outside in Los Angeles and contracting and other regulatory agencies.

Staff Supervision

- Supervise and support staff to ensure compliance with Friends Outside's policies and procedures, and quality of services.
- Provide program supervision of program staff.

- Provide day-to-day staff coordination, including management of staff schedules, staff absences, tardiness, and contingency plans for staff absences, upcoming meetings and activities, and reminder notices.
- Identify staff development and training needs and assist with development of corrective action plans/trainings to address those needs.
- Assist with recruitment, interviewing, and training staff.
- Update and maintain the master calendar, staff schedule, staff roster, and staff website.
- Assist the Executive Director to update the Policies and Procedures Manual on an annual basis.
- Conduct yearly performance evaluations for some program staff.
- Participate in Friends Outside trainings, staff meetings, and other activities as requested by the Executive Director.
- Other duties as assigned.

This individual must work successfully with all Friends Outside volunteers and staff, contractors, and other contacts without regard to race, religion, age, national origin, disability, sexual preference or gender.

Required Qualifications

- Bachelor's Degree in Social Work, Public Administration, or related field from an accredited college or university, plus five or more years of experience supervising direct services staff who provide case management or counseling services to high-risk families.
- Three years of program management experience, including budget, outcomes, and contract management.
- Two years experience managing government contracts.
- Excellent oral and written communication skills in English.
- Excellent organizational skills; detail-oriented.
- Computer literate (Microsoft Office, including Excel, PowerPoint, Publisher, and Word).
- Ability to manage or perform multiple tasks simultaneously and to meet deadlines.
- Flexible team player with a passion for the Mission of the organization.
- California driver's license, automobile, and evidence of automobile liability insurance.
- Positive attitude.

Preferred Qualifications

- Master's degree in Social Work, Public Administration, or related field from an accredited college or university, plus two years experience providing case management and/or counseling to high-risk families.
- Experience with the criminal justice and penal systems, evidence-based practices, and re-entry programs.

All candidates are subject to a criminal history background check.

TO APPLY:

Submit your resume along with a brief cover letter which summarizes your qualifications for the position and your interest in working at Friends Outside in Los Angeles County. Please submit this information to the following (no phone calls, please):

Mary Weaver, Executive Director
mweaver@friendsoutsidela.org