

COMMUNITY FORWARD SF

JOB DESCRIPTION

Job Title: Director of Programs

Reports To: Vice President of Programs

Status: Exempt

JOB SUMMARY:

The Program Director will report directly to the VP of Programs and will be responsible for the program structure and efficacy of all programs in coordination with Director of Clinical Services at Community Forward SF (formerly Community Awareness & Treatment Services Inc. (CATS)).

ESSENTIAL JOB DUTIES:

- Oversight of all Programs
- Weekly supervision of all site supervisors
- Data tracking and report writing
- Attend relevant program meetings from contractors
- Develop and implement a comprehensive plan to build and maintain strong relationships with non-profit partner agencies
- Maintain adherence to organization and program mission statements
- Implement and maintain quality assurance records review policies
- Assure quality service provision to client population
- Design and continue to develop program goals while continuing to assure compliance with all organization, board, city, county, state and federal guidelines
- Work collaboratively with Deputy Director of Programs to plan and implement CATS dynamic and growing clinical-based programming
- Other duties as assigned

BACKGROUND & EXPERIENCE:

- BA/BS degree or equivalent in education and work experience; MSW degree preferred or equivalent combination of education and related experience required
- 3 to 5 years of experience working in a non-profit organization
- Three years management/supervisory experience preferred
- Highly effective verbal and written communication skills and organizational, negotiation and interpersonal skills
- Commitment to providing exceptional customer service
- Self-motivation and the ability to work independently, while meeting all deadlines
- Superb organizational skills and attention to detail
- Experience in successfully managing multiple projects simultaneously
- Thorough knowledge of homelessness, mental health, substance abuse, HIV/AIDS and cultural diversity issues
- Ability to interact favorably with contract providers and be able to represent program in community

- Thorough knowledge of community resources
 - CPR and first aid certification within 90 days of hire
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The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job duties are intended to describe those functions that are primary to the performance of this job. Other job duties include those that are considered secondary to the overall purpose of this position.

This position description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by the supervisor and management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.
