



Position Title: Program Director
(Tamar's Center)

Classification: Full Time, Exempt

Department: Franciscan Ministries, Inc.

Effective: _____

Reporting Relationship:

Reports to Executive Director
Franciscan Ministries, Inc.

Revisions: _____

Position(s) Supervised:

Tamar's Center

I. Position Summary:

The Program Director is charged with insuring compliance with the Mission of Franciscan Ministries, Inc. across this program.

Within Tamar's Center (hereinafter Tamar's), the Director is responsible for the overall coordination and facilitation of Tamar's, providing administrative support.

II. Specific Task/Duties

Tamar's Center

Oversite of day to day operations of Tamar's:

- Plan, organize, coordinate, and direct Program services and activities
- Provide motivation and leadership for all staff
- Manage day-to-day operations and adjust as conflicts or concerns occur.
- Develop program goals, objectives, and effectiveness measures. Keep data entry current and produce reports when requested. Utilize data to drive decision making and inform practice
- Stay current on latest practice trends, particularly trauma informed care
- Develop and maintain annual operating budget
- Maintain Agency records and reports and assure security of the same
- Maintain Tamar's in a condition to promote safety, health, efficiency, and comfort
- Maintain equipment and supplies at Tamar's to promote safety, health, efficiency, and comfort
- Manage, support, and motivate Tamar's staff:
- Ensure staff are evaluated in a timely manner
- Provide training opportunities to staff as necessary to promote enhancement of skills and abilities
- Hire and retain competent, qualified staff
- Provide direct and indirect supervision, training, coaching and performance management. Maintain positive employee relations. Interpret and apply employment policies
- Cultivate a culture of trust where staff and program recipients feel respected and services are delivered in a trauma sensitive manner

Cultivate Community Relations

- Develop/maintain effective networking relationships with community agencies and professional affiliations
- Participate on community committees to cultivate relationships and ensure service continuity
- Actively seek new partnerships
- Prepare presentations if requested, facilitate tours of the facility and participate in any other development activities as it relates to Tamar's
- Maintain weekly contact with The Executive Director to ensure she is informed and up to date on Tamar's operations
- Oversee volunteers at Tamar's

III. Mission/Values

1. Supports, upholds, and maintains the Mission and Values of Franciscan Ministries, Inc. Promotes the mission in a positive manner in all interactions and behaviors. Demonstrates loyalty and pride.

- **Mission:** Inspired by the Franciscan Sisters of the Poor, we are a non-profit human service organization that addresses the unmet needs of people who are underserved, vulnerable, and overlooked. We are a presence of healing, respecting the dignity of each person through a personal approach and diverse services.
 - **Values:** *INTEGRITY, COMPASSION, EMPOWERMENT, COLLABORATION*
2. Respects and safeguards the confidentiality of information regarding sisters, co-workers, volunteers, and the organization.
 3. Projects a professional and caring demeanor in interactions with sisters, visitors, volunteers, and co-workers.
 4. Takes responsibility for maintaining a clean, neat, and orderly environment. Uses equipment, supplies, and other materials with an effort to reduce waste.
 5. Demonstrates an attitude of teamwork when interacting with other employees. Consistently demonstrates respect for self and for others in manner (body language, dress), word (spoken language) and action (behavior).
 6. Welcomes suggestions and new ideas as an opportunity to learn, grow, and improve services.
 7. Anticipates needs of sisters, clients, volunteers, and co-workers in a pro-active fashion seeking to meet those needs even before a formal request is made.
 8. Takes ownership of job responsibilities by initiating prompt and appropriate action/follow-up to problems. Insures appropriate resolution.

IV. Position Requirements

	Minimum	Preferred
Education <i>(including vocational, college, etc.)</i>	<ul style="list-style-type: none"> • Bachelor Degree in human services or related field 	<ul style="list-style-type: none"> • Master Degree in social work or related field
Applicable Experience	<ul style="list-style-type: none"> • Minimum 5 years' experience with the preponderance being in management • Comfortable facilitating both small and large group activities, reflections, and prayer • Ability to organize, prioritize, and meet deadlines • Demonstrated ability to develop and maintain effective record-keeping systems • Proven organizational and managerial skills • Self-motivated and creative, able to work independently with minimal supervision • Proficiency with basic computer software programs and technology, including social media and internet applications • Proven experience with conflict management and group dynamics 	<ul style="list-style-type: none"> • Basic knowledge of budget preparation procedures • Existing relationship with area non-profit/service agencies • Knowledge of trauma informed care
Professional Membership, Licensures, Certifications	<ul style="list-style-type: none"> • BCII check through Archdiocese (and FBI if applicable) • Valid driver's license and insurance 	
Additional	<ul style="list-style-type: none"> • Willingness to function in a manner consistent with the mission of the both Franciscan Ministries, Inc. and the Franciscan Sisters of the Poor (US Area) • Self- knowledge in the midst of ministry 	

V. Essential Functions

1. **General Working Conditions**
 - a. Some evenings and weekends
2. **Physical Demands of the Position**
 - a. Ability to lift and carry at least 40 pounds
 - b. Ability to navigate stairs
 - c. Ability to work potentially in a non-air-conditioned atmosphere
 - d. Ability to do light housework and cooking
3. **Mental Acuity Requirements of the Job**
 - a. Maturity to lead individuals of varying ages and backgrounds
 - b. Ability to work with minimal supervision
 - c. Ability to honor and maintain confidentiality

4. Sensory Requirement of this Position

5. Technical/Motor Skill Requirements of the Job

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Job description reviewed/revised and approved _____ (date).