



JOB TITLE Director of Programs

PROGRAM International Foster Care

JOB SUMMARY

International Foster Care provides substitute care placement for youth that have been classified as refugees and cannot return to their home country. Children are unaccompanied, therefore requiring placement in licensed foster home settings. The Director of Programs will have administrative oversight of the growing program, and will supervise three Program Manager Employees. The Director will be responsible for licensing, COA, contract and agency compliance as well as manage fiscal oversight for the program. The Director, through the Program Manager staff, will ensure safe, quality care for the residents the program serves.

ESSENTIAL FUNCTIONS

Confers with staff to:

- 1) Assure **quality program development**, effectiveness, and implementation;
- 2) Monitor **achievement of program goals** and objectives; compliance with agency, program, and project policies and procedures; and operations within established budgetary guidelines; and
- 3) Assist in **capacity building, grant writing** and review, and **staff development**. Represents and interprets the work of the agency and the department to the community.
- 4) Works with community representatives and agency staff to **identify emerging community needs** and issues and develop **appropriate responses** congruent with the agency's mission.
- 5) Ensure **compliance with funding requirements**, licensing requirements, **COA standards**, and agency quality assurance standards.
- 6) **Cultivate positive relationships** with relevant funding and monitoring entities, faith based organizations, social service providers, and other community partners.
- 7) Assist in **the identification and development of resources** (volunteer, donor, financial) necessary to ensure successful program performance, including the preparation of proposals.
- 8) Ensure **effective communication** with department staff, peers and agency leadership.
- 9) Monitor and evaluate **staff performance** to ensure compliance with all expectations and standards of practice. Provide supervision, mentoring, and coaching to develop program leadership.
- 10) Research and analyze **community trends and emerging needs**. Develop, evaluate and modify program responses to address identified needs.
- 11) Monitor overall **department revenues and expenditures** to ensure accountability and operation within established budget. Promote good **stewardship** among staff members.
- 12) Create an environment consistent with agency culture, **mission, vision, and values**.

QUALIFICATIONS

- Masters degree in Social Work, Business, Public Administration or other human services field.
- Licensed Child Agency Administrator preferred or ability to take the exam within 1 year of hire.
- Child placement management staff preferred.
- Child welfare and foster care experience preferred.
- Knowledge of international affairs strongly suggested.

- Five years supervisory/management experience in a complex organizational environment, including management of multiple programs, budgets, and staff.
- Experience in development and implementation of programs, policies, and procedures in compliance with applicable contracts, grants, standards of practice, and budgets.
- Must have excellent written and oral communications skills in English.
- Must be able to demonstrate grant and contract writing abilities.
- Must be able to effectively prepare and present information and respond to questions from groups of managers, clients, customers, and the general public.
- Able to execute with efficiency on short-term projects as well as long term projects
- Must have good computer skills, including knowledge of and ability to use effectively the internet and Microsoft Office Package.
- Must be able to build relationships and work effectively with diverse community partners as well as agency staff.
- Must be passionate about the work, mission, vision, and values of Catholic Charities
- Be able to think strategically as well as keep a handle on necessary details

WORK HOURS AND LOCATION

Regular office hours are 8:00 a.m. to 5:00 p.m., Monday thru Friday. Due to the responsibility of the position, work on the weekends or after hours is needed occasionally.

TO APPLY

Interested persons should fax or email a cover letter, resume, & salary requirements to:
Catholic Charities, Diocese of Fort Worth, Inc.

Attn: Human Resources
249 West Thornhill Drive
Fort Worth, TX 76115
Fax: (817) 535-8779
Email: ccresume@ccdofw.org

Due to the volume of responses, only qualified parties will be contacted.
No phones call, please.

POSTING DATES

Posting Date: November 18, 2011
Closing Date: December 2, 2011 or until filled