

Unique People Services Job Description

Job Title: Program Director
Department: Crown Residence
Reports To: Director, OMH & Health Homes
FLSA Status: Exempt
Prepared By: HR Director
Revised Date: 1-18-19

SUMMARY: Responsible for the overall operation of the program which includes: management, planning, development, implementation, monitoring, and evaluation of policies, program and budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following but are not limited to:

- Ensure that the program facilities meet licensing requirements and all appropriate directives and policy guidelines of the New York State Department of Social Services, New York City Human Resources Administration and designated agencies of New York.
- Assume complete responsibility for the continuous direction and day to day operations of all program components.
- Ensure that a system of reporting is used in assessing the efficiency and effectiveness of both the staff and the program.
- Ensure that all necessary support and social services are obtained to deliver appropriate services to residents as deemed necessary.
- Periodically observe the delivery of services to insure compliance with program directives and to ascertain the status of the program relative to its stated goals.
- Maintain contact with various community program administrators, public officials, etc., to discuss and/or negotiate cooperative working agreements.
- Supervise all recruitment efforts and ensure timely completion of all program staff performance evaluations.
- Ensure staff and resident education and training relative to AIDS, infection control, personal hygiene, care, etc.
- Ensure timely completion of all required documentation as per HRA.
- Ensure the timely assessment, formulation and execution of individualized service plans inclusive of medical condition and social supports.
- Be on call during off hours and weekends and be available for consultation on as needed bases 24 hour per day to provide emergency decision making and crisis management.

- Ensure all efforts are made towards maintaining 95% occupancy or higher.
- Ensure timely and comprehensive completion of all documentation including progress notes, psycho socials, etc. and required timely follow-up.
- Meet on a regular basis with all direct reports to conduct documented supervision, address all issues and monitor progress.
- Represent the program on various community committees
- Review and approve program status timesheets on a bi-weekly basis and submit them to the Payroll Specialist on the Monday of payroll.
- Responsible for addressing and correcting all deficiencies which may be cited as a result of audits conducted by funding sources.
- Completes a monthly report to summarize all program related activities, accomplishments and/or problems of the Program and submitted to Associate Executive Director and Executive Director.
- Responsible for assuring that the various levels of staff are carrying out the goals of the program.
- Responsible for the designation of Fire Safety Director for facility.
- On call 24 hours by cell phone in cases of emergency.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. A Master's Degree in Social Work with LCSW credentials and at least five (5) years experience in agency or program management in an administrative or supervisory position. Knowledge of personal computer applications an asset, as well as experience in community-based program operations. Knowledge of services to AIDS and substance abusing populations. Ability to relate and adjust to various levels of human interactions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NOTE: This job description reflects management's assignment of essential and secondary functions. It does not prescribe or restrict the tasks that may be assigned. Tasks are subject to change at any time due to reasonable accommodation or other reasons.

E-mail resumes: recruit@uniquepeopleservices.org with Word document attachments. Only applicants being considered for an interview will be contacted. Unique People Services is an Equal Opportunity Employer.