



*Aid to Distressed Families of Appalachian Counties*

<b>Job Title:</b>	Social Services Program Director	<b>Last updated:</b>	October 2017
<b>Status:</b>	Full Time Position (30-37 ½ hours/week)	<b>Classification:</b>	Exempt
<b>Reports to:</b>	Executive Director	<b>Salary Range:</b>	\$26,500 - \$45,000 dependent on experience, education, and number of work hours agreed upon

***The Social Services Program Director is primarily responsible for the day to day management of the Social Services Program to include: staff & volunteer management, client consultations, leadership in maintaining financial stability for the program, and assisting the Executive Director and Board of Directors as needed.***

**Preferred Experience & Qualifications:**

- Experience: 5-10 years in social work or related field.
- Education: Minimum of BSW, MSW & LCSW preferred.
- Proficiency in Microsoft software products.
- A strong sense of discretion and confidentiality.
- Excellent communication skills with the ability to interact with volunteers, staff, donors and the community at large.

*The primary responsibilities of the Social Services Program Director are:*

- Manage all Social Services staff to accomplish the mission of the organization. This includes supervision, delegation of responsibilities, completion of necessary tasks, and facilitation of clear and open communications as well as job performance reviews every other year.
- Manage all activities pertaining to the volunteer staff for the Social Services Program including: supervising the SAFE/ASSIST Program volunteers; recruitment and scheduling of volunteers and implementing Volunteer Appreciation Function each year.
- Provide ongoing assessment, counseling, and referrals to 12 -15 Social Services clients on a weekly basis in a professional and supportive manner.
- Manage the Social Services budget which requires monitoring 15-20 funding sources. This includes submitting all reports and funding requirements in a timely manner
- Provide leadership and involvement in public relations and education within our community to increase communications, education, and funding from various sources. This includes interfacing with community resources such as churches, social services agencies, housing providers, utility companies, community leaders, and organizations
- Serve a lead role in maintaining and increasing funding for the Social Services Program.
- Work closely with the Executive Director and Affordable Housing Program Director to accomplish the goals of the agency
- Attend monthly Board meetings to represent the Social Services Program
- Serve as lead staff for the Social Services Committee.
- Other duties as assigned.