

Program Director – Federal Grants, Education Programs and Vocational Rehabilitation

POSITION SUMMARY: The Program Director - Federal Grants, Education Programs and Vocational Rehabilitation will oversee federal grant programs and be responsible for program deliverables. This position will also oversee the vocational rehabilitation and job placement program working with deaf and hard of hearing clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsibilities include the following, and other duties may be assigned:

Serve as the Project Director for Federal grant programs, working with the Epidemiologist, meeting and communicating on a regular basis with the grant project officers as well as the identified partners serving the selected communities

Implements evidence-based best practices to meet program goals and objectives

Communicate on a regular basis with grant project officers as well as identified partners servicing the selected communities

Develop collaborative partnerships with relevant community agencies and programs to fulfill grant requirements and program deliverables

Oversee programmatic trends and outcomes, analyze data and prepare reports to enhance efficiencies and effectiveness

Collect and record data and performance measures to determine grant's progress as well as for the quarterly reports into the SAMHSA Performance Accountability and Reporting System (SPARS)

Review and approve quarterly performance data reported to SAMHSA to determine progress

Work with the program evaluator to compose annual reports on federal grant projects identifying achievements, barriers and strategies for improvement

Responsible for data collection and completion of reports to funders and the evaluation team

Assist in the preparation of grants and program/departmental budgets

Ensure statistical data is accumulated and reviewed for program evaluation purposes

Review monthly and quarterly financial billing

Promote quality counseling and placement techniques to ensure the highest quality of client satisfaction

Ensure compliance of program staff with licensing, training, professional development

requirements and conformance with credentialing requirements of accrediting bodies, such as

CARF

Participate in regular supervision to review program goals and outcomes, staffing and any other program issues

SUPERVISION

This position will supervise program staff and ensure the required and allowable activities outlined in grants and contracts are met.

MINIMUM QUALIFICATIONS

Bachelor's degree in Mental Health, Communications, Education, Adult Education, Public Administration, Non-Profit Management or related profession, required. Master's degree, preferred.

Minimum 5 years of relevant experience leading, managing and/or supervising local, state, and/or federal grants and contracts required.

Bilingual (English/Spanish), a plus

ASL language skills, a plus

Strong computer skills and proficiency with Microsoft Office (Word, Excel, PowerPoint and Outlook), required.

Must have a car and a valid Florida Driver's License with proof of insurance in accordance with agency requirements and have the ability to travel within Miami-Dade County.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in-group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Language Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills - To perform this job successfully, an individual should have knowledge of Word Processing software.

ABOUT: Jewish Community Services of South Florida (JCS) is the foremost non-profit, human services agency whose mission is to improve the quality of life and self-sufficiency of the Jewish and broader communities throughout South Florida in accordance with Jewish values. Founded in 1920, JCS delivers exemplary social services through compassionate and comprehensive programs that help people stay healthy and productive.

PERKS: We are proud to offer a competitive benefits package to all full-time employees, including medical and dental plans. A generous vacation and holiday pay benefit and a 401(k) match is available. Staff receives monthly in-service training and CEU opportunities. This is a one of a kind opportunity for leadership in talent management to contribute to a team of mindful, caring and passionate people at work every day in service to our community!

JCS is a 501(c)(3) not-for-profit organization and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, disability, gender identity, gender expression, national origin, or veteran status.

Status – Full-Time/Exempt