

CATHOLIC CHARITIES OF SOUTHEAST TEXAS
Job Description

Position: Vice President of Programs

Salary Range: E6

Job Classification: Salaried-Exempt/FT

General Description: Responsible for program development and expansion, program monitoring, evaluation and measurement, continuous quality improvement. Works in conjunction with the President/CEO to provide oversight of fiscal management of programs to include grant and contract development.

Organizational Relationships:

Reports to: The President/CEO

Also works with: Finance and Administration Support Services, Director of Development and Communications, Board of Directors and Committees, community leaders, funding sources, industry professionals, volunteers, and clients.

Essential Duties and Responsibilities:

- Lead the assigned programs and services of the agency.
- Hold program leadership accountable to the goals and objectives of the programs. Develop and implement procedures for internal program audits to ensure compliance with applicable guidelines as set forth by government, professional boards, funders, or agency standards.
- Oversee development and maintenance of program logic models and evaluation measures; Review at least annually to enhance service delivery; secure stakeholder input, especially from clients and community partners to foster continuous quality improvement of all programs and services.
- Oversee all aspects of data collection and management. Responsible for securing data and statistics for all grant reports and the agency's annual report. Assess effectiveness of client management software and other data management systems used for managing and reporting on program outcomes.
- Develop operational policies and procedures for each program in conjunction with the President/CEO, Office Manager, and Program Leads. Create desk manuals for each programmatic staff person that detail daily work tasks and activities.
- Think strategically about the future of Catholic Charities services. Serve as predictor of community needs by actively engaging in community assessment and community practice, in conjunction with the President/CEO and Quality Committee.
- Work in partnership with President/CEO and Program Directors to expand current services as appropriate that address identified community needs and align with the agency's mission and goals.
- Develop and implement plans to accomplish agency goals and initiatives as set in place by the President/CEO and the Board of Directors.
- Work collaboratively with the President/CEO and Director of Development & Communications on grant development and management. Oversight of programs to assure all grant deliverables are achieved within contractual terms.
- Oversee completion of the CCUSA Annual Survey.

- Lead the recruitment and hiring process of new programmatic staff, oversee training, assure necessary performance reviews are completed on schedule, recommend/deny clearance for permanent hire.
- Conduct annual performance evaluations on all direct reports; Provide guidance to Program Leads on the performance evaluations of their direct reports.
- Serve as the Catholic Charities representative, as designated, on program advisory councils and externally, at meetings and public events in the community.
- Function as Delegate in absence of the President/CEO, for signature and approval authority, when authorized.
- Perform other duties as required by President/CEO, such as preparing for, attending and/or supporting special events and projects. Examples include assisting with outreach activities, participating in staff retreats, United Way or other Funders' visits, agency fairs and speaking engagements, as deemed applicable.

Nonessential Duties and Responsibilities:

Performs other duties as assigned by the President/CEO

Supervisory Responsibilities:

Supervise assigned Program Directors and others when specifically delegated by the President/CEO.

Minimum Education:

Bachelor's Degree required. Master's Degree and/or licensure in the State of Texas (LPC or LCSW) or working toward licensure can be considered.

General Qualifications:

- Minimum of five years of social service experience in program areas.
- Bi-lingual in Spanish a plus.
- In-depth knowledge of Catholic Social Teachings and a commitment to faith dimension required.
- Proven ability to work with and gain the respect of a broad constituency, including leaders in parishes, industry and within the service territory.
- Demonstrated sensitivity to diverse cultures.
- Demonstrated knowledge and ability in planning, research and evaluation methodology, and quality improvement.
- Demonstrated strong written and verbal communication skills, including public speaking.
- Ability to identify priorities and coordinate a variety of functions and tasks.
- Strong record as a leader, manager, and developer of people.
- Strongly committed and aligned with the mission, vision, and philosophy of Catholic Charities.
- Analytical thinker who demonstrates both flexibility and a solution focused approach to decision making.
- Big picture oriented while able to keep a handle on necessary details.
- Ability to motivate staff in a continuously moving work environment.
- Collaborator who works to build a strong relationship between agency programs.
- Possesses insight and creativity in building capacity between and within programs.
- Ability to identify and further develop individual strengths of employees.
- Must have reliable transportation, and annually provide copy of current valid Drivers License and proof of personal automobile insurance.

Equipment Used:

Telephone, personal computer, copier, and fax machine.

Working Conditions:

Work is conducted in a controlled, agreeable environment as generally represented by normal office conditions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Contacts:

Requires contact by telephone, in writing, and personal contact with clients, prospective clients, other service providers, volunteers, and funding agencies.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to use hands to manage or feel and talk or hear. The employee will be required to periodically stand and walk. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

Mental and Aptitude Requirements:

Job requires ability to hear and talk; strong writing skills; analytical, conceptual, problem – solving and decision-making skills; and managing multiple tasks within the confines of deadlines.

Work Performance Measures:

- Must report to work on time.
- Must dress appropriately.
- Must keep all work accurate and current.
- Must adhere to agency employee handbook of personnel policies.
- Must maintain high level of knowledge of the programs, including requirements, functions, and status, etc.
- Must adhere to the agency handbook of accounting policies and procedures.
- Must be responsible for protecting the confidentiality of information that may be of a personal or sensitive nature pertaining to employees, clients and/or the overall Catholic Charities agency.
- Must have flexibility in scheduling, availability for evening and weekend commitments and willingness to travel.