


Lutheran Services Carolinas Job Description

Job Title: Program Director
Supervisor (title): Executive Director – Trinity Oaks Campus
Department: Community Services
Approved By: M. Lura  **Date:** 03/28/2018

Purpose/Summary:

The Program Director, under the direction of the Executive Director of the Trinity Oaks Campus, will:

- Oversee the operation of Trinity at Home, LSC's home care agency.
- Assure that acceptable standards required for continued home care licensure as a companion/sitter/in-home agency as set forth by NC DHSR are maintained.
- Oversee expansion of Trinity at Home from Rowan to surrounding counties, as financially appropriate and at the direction of LSC leadership.
- Seek opportunities for growth to meet the needs of people who choose to age in place.
- Supervise Trinity at Home's Agency Director/RN Supervisor and Community Outreach Coordinator.

Essential Functions:

- Evaluate the ongoing programs that fall under Community Based Services and present an annual evaluation to the Board of Directors.
- Evaluate the financial position of Trinity at Home and make sound decisions that will promote growth, expansion, and financial independence.
- Maintain NC State licensure of home care agency.
- Under the direction of the Executive Director of the TO campus, develop the annual budget for Trinity at Home.
- Develop and maintain job descriptions for Trinity at Home.
- Write and update policies for Trinity at Home as needed.
- Implement policies and procedures as developed and approved by LSC.
- Ensure adequate caregiver staff is available to provide home care services and cover all shifts.
- Develop marketing materials for Trinity at Home with assistance from Director of Community and Church Relations.
- Maintain resource list of geriatric care managers in all areas of North Carolina to assist in referrals.
- Remain up-to-date on matters concerning home care agency management, licensure, and reimbursement streams.

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- Perform accounts payable, payroll, billing, interviewing/hiring, and marketing functions for Trinity at Home.
- Work in collaboration with LSC's grant writer to identify opportunities for program development and expansion.
- Ensure that the Trinity at Home vehicle is maintained in good working order per LSC policy.
- Perform on-call duties as scheduled.

Supervisory Responsibilities

- Director of Trinity at Home
- Community Outreach Coordinator
- Geriatric care managers employed by, and contracted with, LSC.

Qualifications (Minimum Job Requirements):

Education: A four-year college degree in one of more of these: business management, finance, health education, psychology, nursing, sociology, gerontology, or a related human services field. An equivalent combination of education and experience will be considered.

Experience:

- Familiarity with healthcare industry.
- Experience with staff supervision, including coordinating of meaningful staff training.

Specialized knowledge, licenses, etc.:

- Knowledge and understanding of budgeting and analyzing monthly P&L statements.
- Knowledge and understanding of the needs of the aging and disabled.
- Excellent written and oral communication skills.
- Ability to make decisions, set goals and follow through with those goals.
- Ability to think analytically and problem solve.

Preferences (Optional):

Working Conditions:

Work typically performed in an office environment.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date

Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.