

Lutheran Services Carolinas

Job Description

Job Title: Program Director

Supervisor (title): Adult Services Director/Executive Director

Department: Transitional Housing for Homeless Male Veterans

Approved by: Syhesia Sharpe 

Date: 12/18/2018

Position Purpose/Summary *(A brief descriptive statement that summarizes the overall purpose and objectives of the position, the results the worker is expected to accomplish and the degree of freedom to act.):*

The Program Director will oversee the program operations and assist the Adult Services Director/Executive Director to ensure that the transitional living group home is managed so that it meets COA standards of best practice, Veterans Administration Best Practice standards, State Fire Marshal codes, homeless Veterans Grant and Per Diem RFP and financial goals.

The Program Director will become the role model for **male** program participants. The Program Director will be responsible for modeling those behaviors necessary for residents to emulate in order for them to move on to a higher level of functioning, success, and self-sufficiency. The Program Director has the option to live onsite and receive room and board services.

Essential Functions *(List the tasks, duties, and responsibilities of the position that are most important to get the job done. The responsibilities should be listed in the order of importance, with the highest priority functions first. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Ensure a safe and supportive home environment for veterans.
2. Engage residents as participants in identified community projects as well as encourage residents to participate in community activities of interest.
3. Monitor residents to ensure they follow through with their responsibilities outlined in their person centered treatment plans, comply with house rules, and maintain a substance abuse free lifestyle as each veteran successfully reintegrates into the community.
4. Ensure that residents take their medications as prescribed and appropriately address and report any noncompliance. Maintain a listing of all prescribed medications provided each resident.

5. Maintain physical facility and equipment according to LSC Policy and Procedures, Veterans Administration Best Practice standards and State Fire Marshal codes.
6. Report maintenance and/or correct repairs of facility. Perform "Self Help" maintenance on the facility such as changing light bulbs, replacing electrical socket covers; replacing broken window blinds, etc.
7. Develop menus, shop for groceries with input from the residents and ensure menus and detail lists are posted weekly.
8. Transport residents to and from work and or appointments (including medical and dental appointments as required by VA).
9. Maintain a "sign in/out log" for residents leaving and returning to the facility and report any curfew violations to the Adult Services Director/Executive Director.
10. Notify the authorizing VAMC of Veteran absences from the facility. Ensure that Veteran absences from the facility in excess of forty-eight (48) hours are not billable except those with the prior approval of the COR.
11. Actively support and participate in quality assurance, the CQI processes and ensure that all documentation is of the highest quality and meets the standards of LSC and the Homeless Veteran's Best Practice Program model.
12. Have knowledge of community support systems such as the local VAMC, Veterans Affairs office, Employment Office, Vocational Rehabilitation, and DSS.
13. Represent the program professionally in the community.
14. Perform other duties and special projects, as requested.

Supervisory Responsibilities, if any (*The scope of the person's authority, including the positions that report to the incumbent.*): Case Manager

Qualifications (Minimum Job Requirements): *The requirements listed below are representative of the knowledge, skill, and/or ability required for the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

Education: High School diploma / GED required.

Experience: Honorably discharged military veteran is preferred. Supervisory experience also preferred.

Specific skills/abilities: Flexibility, sensitive to varying cultural issues, licensed driver in the State of residence. Familiarity with psycho social rehabilitation.

Specialized knowledge, licenses, etc: VA licensing standards, State Fire Marshal regulations for the facility.

Preferences (Optional): *(Preferred attributes for the position, which are not absolutely required in the minimum qualification - e.g. masters degree, bilingual).*

1. Associates Degree preferred
2. Two years paid human services experience
3. Administrative Experience

Working Conditions/Physical Requirements: *(Please list work conditions for physical or other important issues which relate to the job; the conditions listed should be representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

1. Be able to lift up to 30 pds. (grocery, home items, furniture)
2. Local travel may also be required. Employee required to drive.
3. Environment can be stressful and emotional depending on mood and behavior of residents.
4. Ability to bend, stoop, reach overhead.
5. Must be available to program during evenings/weekends as needed.

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.