

MountainHeart

Job Description

Job Title: Assistant Program Director Region VI
Department: Child Care Resource and Referral
Reports To: Program Director
FLSA Status: Exempt
OSHA Category: Category 3

Summary: Assist Program Director with all aspects of the childcare program.

Essential Duties and Responsibilities:

- Supervise, audit, review and monitor subsidy program.
- Provide technical assistance and supervisory back up as needed.
- Assist Program Director with supervision of all childcare staff, making recommendations to the Program Director on employment, promotion, disciplinary action, or termination.
- Assist Program Director with all components of the CCR&R Program including but not limited to: management of the subsidy certification system, resource and referral, professional development and the health and safety grant program.
- Assist with case management auditing duties.
- Responsible for the compilation and submission of numerous reports.
- Travel to other offices and meeting within the region as directed.
- Conduct staff orientation and new hire paperwork, as directed.
- Provide backup office coverage when needed.
- Assist in planning, organizing conferences, professional development and facilitating meetings.
- Maintain confidentiality at all times.
- Other duties as assigned.

Supervisory Responsibilities:

This position has supervisory duties.

Competencies:

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

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word, FACTS, Excel and Power Point. Excellent telephone skills and ability to operate office equipment. Must be able to interpret and communicate policy and procedures.

Updated August 1, 2018

ALL PERSONNEL ARE AT WILL EMPLOYEES

MountainHeart Community Services, Inc. is an Equal Opportunity Employer

Education and/or Experience:

Bachelor’s degree required in early childhood, social work, sociology, psychology, counseling or related field. Social work license is preferred. With two years of management/supervisory and project implementation experience preferred.

Valid driver’s license. APS/CPS check and a clear criminal background check with no charges related to child abuse and neglect, domestic violence, or drug charges.

Language Skills:

Ability to write reports, business correspondence, and interpret procedure manuals. Ability to effectively present information and respond to questions from managers, clients, customers, and the general public. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

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 functions.

While performing the duties of this job the employee is required to stand, sit, drive, and type. Extensive travel is required. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet.

Employee Signature

Date