

Job Title: Employment Program Director
Location: Headquarters and Mobile
Department: Employment Pipeline
Reports To: Vice President of Operations



Job Description

Position Overview:

Employment Program Directors are responsible for overseeing the activities of Path of Life Ministries' (POLM) Employment Programs, ensuring that staff activities occur in a professional and confidential manner, managing all program related activities and resources, managing staff, interns and volunteers, assisting with program development, and ensuring policy and procedure compliance.

Essential Job Functions:

Oversight of operations

- Ensures a safe, healthy, professional relationships and environment leading to guests/participants self-sufficiency.
- Ensures that all program related activities are carried out in a safe, effective, efficient, and professional manner.
- Works with superiors to manage and quickly resolve emergencies (on call) and concerns raised by participants and partner agencies.
- Ensures the proper documentation of participants and volunteers.
- Ensures the proper documentation of all program related donations.
- Ensures the proper documentation of all program related incidents and grievances.

Staff Management

- Monitor, direct, correct, document, and report Staff and Intern performance according to POLM policy, procedure, core values, and mission.
- Ensure policy and procedure as well as Ethics and Boundaries compliance.
- Ensure all staff is aware of and confident in their job responsibilities.
- Work with and make recommendations to VPO on staff and client concerns, incidents, grievances, and incentives.
- Attend all meetings as required or directed.

Participant Relations

- Manage and ensure proper program enrollment and exit.
- Work with Housing Managers and Navigators on making a determination about a guest's service and support plan and/or how to manage concerns or seize opportunities.
- Manage and ensure the availability as well as the effective and efficient distribution of resources.
- Manage and ensure the availability as well as effective and efficient use of all supplies.
- Effectively and quickly resolve and/or work with superiors to resolve all incidents, compliance concerns, and grievances.

Employment Navigation and Program Development

- Work with and advise superiors regarding program concerns, incidents, grievances, and changes.
- Work with and advise superiors regarding policy and procedure updates, improvements, and other changes.
- Develop employment placement relationships with employers

- Develop relationships with a wide-range of employment supports including skill training, on the job training, employers, community partners, mentors, staffing agencies, etc.
- Identify and remove systems barriers to effective employment placement.
- Network and collaborate with other agencies and the CoC toward common goals.

Accomplish and Report Employment Program Goals

- Help develop and accomplish grant benchmarks for employment
- Write and present report(s) on existing grant(s) progress
- Understand and implement HUD benchmarks for employment for
 - Shelter clients
 - POLM Housing Program clients
- Understand and implement HUD practices in helping our population gain employment, volunteer opportunities and/or adult education
- Support and communicate to other departments to mutually surround and serve our clients
- Understand and implement Evidenced-Based Practices to most effectively support clients

Other Duties as Assigned

Qualifications:

- Associate or Bachelor's degree in Sociology, Psychology, Social Work or related field.
- Five years in related experience with case management services, housing, homeless and mentally ill populations.
- Three years supervisory experience preferred.
- Computer skills with proficiency in Microsoft Office, Excel and (preferably) Access. HMIS training a plus.
- Extensive experiences working with individuals that are chronically homeless and/or homeless veterans.
- Knowledge of Public Housing Authority and Housing subsidies is ideal (ie, Section 8, Shelter Plus Care, VASH).
- Project a professional demeanor.
- Strong interpersonal and leadership experience.
- Solid background with maintaining professional accountability.
- Demonstrated ability to work independently and as part of a team.
- Strong written and verbal communication skills.
- Must maintain and execute confidential information.
- Highly motivated self-starter and ability to coordinate multiple projects/tasks simultaneously in a high-pressure environment.
- Ability to work with diverse communities and exercise mature judgment.
- Problem solving and conflict resolution skills.
- A working knowledge and practice of Motivational Interviewing, Trauma Informed Care, and the cognitive approach to providing social services and development services.
- A working knowledge of the "hidden rules" and motivating factors and dynamics of social class and generational poverty in America.

Required qualifications:

- Employment eligibility verification.
- Reliable personal (not public) transportation available at all times with proof of insurance.
- Updated tuberculosis test.
- Successful completion of background screening.

Physical Requirements:

Housing and Outreach Navigators are often required to visit clients in non-conventional locations. Sometimes while carrying supplies and needed equipment. This may include...

- Walking extensive distances
- Walking on unlevelled terrain
- Carrying up to 30lbs for extensive distances

Navigators are also required to work for many hours out of their vehicles making many stops throughout the day.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.