

Job Title	Vice President of Programs & Services
Employer/ Agency	Gracewood
Job Description	<p>Reports to: President Supervises: Clinical Director, Program Director Oversees: All Programs & Services</p> <p><u>GRACEWOOD'S VISION</u> Gracewood rescues children and their single mothers, ensuring a bright future by providing home, hope, and healing.</p> <p><u>THREE KEY RESULTS FOR GRACEWOOD</u></p> <ol style="list-style-type: none">1. Best in class client outcomes2. Securing a shared future3. Be the employer of choice. <p><u>POSITION SUMMARY</u> The Vice President of Programs and Services will provide strategic leadership for Gracewood's residential and community impact programming. The VP of Programs and Services will lead the development and expansion of existing and new programs and be the key leader and representative for all program initiatives. The VP of Programs and Services is responsible for oversight and supervision of all aspects of direct care programming, including Family Care, Next Steps, After Care, Hope for Families Counseling program, and Community-Based Services.</p> <p><u>KEY RESPONSIBILITIES</u></p> <ul style="list-style-type: none">• Work closely with President to ensure best practices and client outcomes. Ensure a continuum of care for all clients. Provide input for enrichment and expansion opportunities. Provide information to President and Board to help inform strategic direction.• Provide effective leadership to Program Staff and clients. Hire, manage, coach, and mentor a growing team of program staff. Ensure ongoing opportunities for training and professional development for program staff. Develop and implement processes for feedback and support. Conduct regular meetings with program directors in order to remain abreast of program needs, successes, and issues.• Program development. Be the key leader for all Gracewood programs and services. Develop, evaluate, and refine program policies and processes. Ensure implementation and adherence to policies and procedures. Create efficient, flexible systems to ensure alignment with Gracewood's values, mission, and goals. Responsible for contributing to program growth and sustainability.• Oversee the utilization of Extended Reach and other program management systems. Gather statistical information and provide reports to necessary departments in a timely manner. Oversee training and onboarding to management systems and ensure management systems are being used to record data. Ensure management systems are meeting the

needs of the organization.

- **Provide Oversight and Leadership for Programs and Services.** Assist the President with developing annual budgets. Provide ongoing budget oversight and monitoring. Assess the capital needs of the organization and disclose to the President.
- **Responsible for Continuous Quality Improvement.** Ensure excellence in the provision of all programs and services. Ensure best practices in service delivery and personnel matters. Supervise the facilitation of program evaluations and surveys and recommend adjustments and improvements. Participate in quarterly inspection of facilities.
- **Campus Leadership.** Provide leadership to all staff by modeling core values and best practices. Proactively takes a key role in creating organizational culture and helping to maintain a positive work environment. Serve as a point of contact and demonstrate ability to make executive level decision in the absence of the President. Take on additional responsibilities as assigned by the President.
- **Community Relations.** Represent Gracewood to stakeholders, external partners, and other community organizations. Build and maintain relationships with relevant peers, organizations, and businesses.
- **Administrative Duties.** Demonstrate excellent oral and written communication skills. Ability to professionally interact with diverse groups including donors, volunteers, peers, and clients. Successfully host small group and one-on-one meetings with stakeholders. Must be comfortable conducting presentations to large groups.

BEHAVIOR BASED COMPETENCIES

- This person must agree and follow the tenets stated in Gracewood Mission, Vision and Core Value statements.
- Exhibits exceptional organizational skills and impeccable attention to detail. Strong verbal and written communication skills.
- Ability to complete a high volume of tasks and projects with little or no guidance. Ability to react with appropriate levels of urgency to situations that require quick response or turnaround.
- High degree of integrity and discretion handling confidential information, excellent judgment, ability to switch gears with little notice, and ability to make informed decisions regarding priorities.

PHYSICAL REQUIREMENTS

- Thrive in an intense, compassion driven work environment and interact with diverse groups of people including Board members, senior executives, staff, community leaders, donors, and other partners.
- Ability to drive assigned vehicles with appropriate Texas Driver's License. Must be eligible to be insured under the agency's vehicle insurance

	<ul style="list-style-type: none"> • Ability to use up to 25 lbs. of force occasionally and/or up to 20 pounds of force frequently, and/or up to 15 pounds of force continuously to move objects and/or people. • Capable of maintaining a flexible work schedule. <p><u>ACCOUNTABILITIES</u></p> <ul style="list-style-type: none"> • Reports to the President
Qualifications	<ul style="list-style-type: none"> • Master's degree required; LPC-S license highly preferred. • Significant executive support experience is required. Non-profit board experience is highly preferred. • Must possess reliable transportation. Ability to qualify for agency vehicle insurance.
Salary/Hours	\$70,000-\$80,000 Exempt, Full Time
Address	1617 Elmview Drive
City, State, Zip	Houston, TX 77080
Contact Person	Jenny Stow
Telephone Number	832-810-6860
Email Address	jenny.stow@gracewood.org
Application Method	Email resume & cover letter
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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