

Job Title	Program Director
Employer/ Agency	Southwest Key Programs
Job Description	<p>The Program Director is responsible for the operational, managerial, and administrative duties relating to the program and is the first point of contact in case of emergency situation. The Program Director must maintain a flexible work schedule that may include evenings, weekends and holidays outside of their normal working hours.</p> <p>Essential Functions:</p> <ul style="list-style-type: none"> • Collect, maintain and submit monthly, quarterly, and annual reports to the appropriate personnel at Southwest Key Programs' national headquarters and the Office of Refugee Resettlement (ORR). • Provide overall supervision and management of all program personnel including recruitment, hiring, training, and terminating. • Adhere to negotiated annual budget and spending requirements. Review monthly financials to ensure compliance with operations/contract requirements. Assess program financial needs prior to annual budget negotiations. • Provide safe, clean, and hazard-free environment. • Facilitate the established training guidelines and curriculum for employee training. • Monitor and maintain compliance with organization, licensing, and funding source for all program departments. • Develop and maintain productive relations with local, state and federal stakeholders. • Able to react to change productively and handle other essential tasks as assigned.
Qualifications	<ul style="list-style-type: none"> • BA in social services or related field with 5 years supervisory/managerial experience OR a Masters degree in social services or related field with 2 years supervisor/managerial experience. • Bilingual, fluent in both Spanish and English. • Must be a Licensed Child Care Administrator (LCCA). • Flexibility and willingness to work irregular and long hours including evenings and weekends. • Position requires on call – 24 hours/day. • Maintain annual training requirements/licensure/certifications. • Cleared pre-hire screenings.
Salary/Hours	Full-Time
Employer/Agency	Southwest Key Programs
City, State, Zip	Houston, TX
Application Method	https://www.linkedin.com/jobs/view/1860530963/?fbclid=IwAR1lggUjUkrANRwaDvrPYmIoSbBb7-svga_cDaIDVhZb2_E67tM2joZ4jN8
Opening Date	Immediate

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