

Job Title	Program Director of Senior Services
Employer/ Agency	Catholic Charities Archdiocese of Galveston-Houston
Job Description	<p>We seek compassionate, talented individuals with a heart for helping others and making a positive impact on the lives of men, women, and children across our large region. People of faith helping people in need achieve self-sufficiency and live with dignity.</p> <p>Join our team as a Program Director for Senior Services! As a Program Director for Senior Services you will be responsible for developing and implementing the Senior Services programs of the agency, assess needs of older adults and establish programs to meet needs and develop goals and strategies for all senior programming. Also you will lead and direct the functions of others through supervision, coaching and counseling. The successful candidate will have strong leadership, communication and time management skills.</p> <p>You join Catholic Charities and help people in southeast Texas by providing caring, compassionate services and advocating for social justice in collaboration with parishes and communities.</p> <p>What you Deliver</p> <ul style="list-style-type: none"> ▪ You will direct and coordinate clinical functions of Senior Services program in the agency. ▪ You will develop departmental service delivery models that identify areas of responsibility, personnel requirements and operational procedures that consist with the agency mission, goals, policies and procedures, service philosophy and funding sources requirements ▪ You will oversee departmental compliance with agency’s performance quality improvement and evaluation requirements. ▪ You will participate in organizational level management activities such as Quality Improvement, operations and Management meetings. ▪ You will perform other duties as required such as participating in staff retreats, United Way tours, agency fairs and speaking engagements, and assisting with special organizational projects/events. ▪ You will prepare and administer budget for the department. ▪ You will monitor monthly income statement and make adjustments as necessary to ensure budget compliance. ▪ You will participate in identifying potential funding sources, assist in writing grants and secure other sources of funding. ▪ You will plan and formulate program ideas, research, and submit proposals with project costs to manager for consideration. ▪ You will recruit, hire and train department staff, evaluate staff performance, and develop primary duties and responsibilities for each employee. ▪ You will ensure all department staff is knowledgeable and possess skills and tools necessary to meet and/or exceed job performance duties. ▪ You will provide ongoing training opportunities for department staff on emerging issues regarding programming and service to older adults. ▪ You will seek opportunities to collaborate and/or partner with community service organizations to coordinate efforts that expand service delivery to agency clients. ▪ You will keep abreast of current trends and services for older adults and develop new program components to meet these needs.

	<ul style="list-style-type: none"> You will attend national and local trainings, participate in meetings, represent the agency on community-based committees and advisory councils with major emphasis on the aging population, and confer with industry experts to stay abreast of changing market conditions and economic challenges that may affect Senior Services program service delivery.
Qualifications	<ul style="list-style-type: none"> You have a Bachelors degree in gerontology, social work or other human services related field required. You have a Masters degree in gerontology or social work and LMSW, LCSW, preferred. <p>The Skills and Assets You Bring, and More</p> <ul style="list-style-type: none"> You have 5 years of supervisory experience managing a program, budget, direct reports, and performance management. You have 5 years of experience working within a social services field, preferably within senior services programs. You demonstrate strong office management skills. You have ability to work under pressure and manage multiple deadlines concurrently. You have knowledge and experience with Microsoft 365; Word, Excel and word processing programs. You have strong verbal and written communication skills. You demonstrate organizational and planning skills. You demonstrate knowledge and experience working with older adults. You have ability to handle and maintain confidential information. You have nonprofit experience this is preferred.
Salary/Hours	\$63.00-\$79.00 Salary/year
Employer/Agency	Catholic Charities
City, State, Zip	Houston, TX
Application Method	https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=36628&clientkey=C184945087565AE7BAA81D76126F1823
Opening Date	Immediate

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