



## **JOB DESCRIPTION**

### **Vice President – Family and Children Services**

#### **PURPOSE:**

The Vice President – Family and Children Services (VP-FCS) oversees all functions and operations of St. Vincent's Family Strengthening Program (FSP) and St. Vincent's Early Childhood Education Center (ECEC) by developing program components and administrative procedures to meet departmental and agency goals. The VP-FCS is responsible for maintaining current program policies and procedures to meet the client's needs, networking with community agencies and organizations to promote collaboration and represent St. Vincent's programs and supervises program staff.

#### **THE ORGANIZATION:**

St. Vincent's is a Roman Catholic organization which provides programs for children, families, and seniors that are based on community needs. St. Vincent's is the oldest continually operating human service agency in Santa Barbara. St. Vincent's began operations in 1858.

#### **EDUCATION AND EXPERIENCE:**

- Hold a master's degree preferred in related field, licensed Social Worker or Psychologist preferred.
- Possess at least three years of experience in the social service field.
- Possess at least three years of experience in a management role.
- Demonstrated knowledge and sensitivity with social issues such as domestic violence, homelessness, substance abuse, mental illness, normal child growth and development and abnormal child growth and development.

## **QUALIFICATIONS:**

- Possess excellent interpersonal communication skills and ability to work with all levels of clients, staff, donors, and volunteers.
- Ability to manage, direct, and coordinate the activities and work of program staff to meet departmental and agency goals.
- Demonstrated leadership at professional level and interest and commitment to the changing trends within the social service field and emerging social issues particularly as they impact women and children.
- Possess strong writing, speaking, and word processing skills.
- Proficient on PC computer and software (Microsoft Office and other software as applicable).
- Ability to work independently with a strong level of organizational skills.
- Is conscientious in follow-through in job responsibilities and has the ability to be a self-starter.
- Possess the ability to generate enthusiasm and inspire confidence and support. Must demonstrate personal identity with and commitment to the mission and values of St. Vincent's.

Compensation depends on experience.

## **Excellent Benefits:**

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance - \$50,000
- Retirement Plan - 403(b) and 401(a)
- Gym Membership
- Paid Holidays - 12 Holidays per Year
- Paid Time Off (PTO)
- Paid Bereavement Leave
- Paid Jury Duty Leave
- Generous Preschool Enrollment Discount at our Center
- Education Reimbursement up to \$1,000 per quarter/semester
- Job Signing Bonus - 5% of Annual Salary
- Referral Bonus - \$500 per Successful Job Referral
- Transportation Benefit - Paid Mileage to and from Work from Home

TO APPLY: Please submit a cover letter and resume by responding to this post.

NO PHONE CALLS OR WALK-INS PLEASE.

Opened in 1858 by the Daughters of Charity of St. Vincent de Paul, St. Vincent's is a Roman Catholic organization serving the needs of the Santa Barbara Community. For more information regarding St. Vincent's and its mission, please view our website at <http://stvincents-sb.org/>.