

# Director of Family Strengthening Program (FSP)

## **PURPOSE:**

In accordance with the goals, objectives, and the Mission of the Daughters of Charity of St. Vincent de Paul, the Program Director oversees all functions and operations of St. Vincent's Family Strengthening Program (FSP) by developing program components and administrative procedures to meet departmental and agency goals. The Program Director is also responsible for networking with community agencies and organizations to promote collaboration and represent St. Vincent's programs.

## **THE ORGANIZATION:**

St. Vincent's is a Roman Catholic organization sponsored and operated by the Daughters of Charity of St. Vincent de Paul, which provides programs for children, families, and seniors that are based on community needs. St. Vincent's is the longest continuously operating human service agency in Santa Barbara. St. Vincent's began operations in 1858.

## **ACCOUNTABILITY:**

The Director of Family Strengthening Program reports directly to the President/CEO.

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Responsible for program supervision and implementation through strong leadership and planning; coordinate and monitor all services provided to assure continuity and consistency of St. Vincent's Family Strengthening Program.
- Conduct the intake process for prospective clients with the assistance of the Family Strengthening Program Case Managers and the Children's Center.
- Assist Case Managers with researching alternative resources for prospective clients and current clients.
- Assist with grant applications and grant reporting, as needed.
- Effectively create and manage departmental budgets to contribute to the overall financial strength of St. Vincent's
- Administer approved policies and procedures to ensure effective implementation of all programs; inclusive of clinical services, case management, individual treatment plans, personnel functions, expense control, and client placement/transfer/termination.
- Approve hiring of staff, promotions, transfers and separations.
- Provide ongoing supervision to department staff through weekly group meetings and individual sessions.
- Responsible for communication with outside funding sources and all other agencies as needed.
- Provide system of controls to accurately measure the performance level of all program activities; take corrective action as needed to resolve issues.
- Maintain open communication with other departments and administrators to facilitate unit operations.
- Responsible for delegation of duties to ensure strong decision making and execution of responsibilities at all appropriate levels within the program.
- Ensure the program is compliant with all regulatory requirements, contractual obligations, licensing standards, and/or professional accreditation or certifications.
- Perform additional duties, special assignments, and projects as required by the President/CEO.

- Demonstrate a passion and commitment for the Mission and Vincentian Core Values of St. Vincent's and the Daughters of Charity.
- Create an atmosphere of enthusiasm and energetic commitment and serve as a role model in carrying out the Mission.
- Promote and support the attitudes, behaviors, knowledge and skills necessary to work respectfully and effectively with each other as well as demonstrate the ability to address the needs of those that St. Vincent's serves.
- Other duties as assigned.

**QUALIFICATIONS:**

- Bachelor's Degree in a social science or health service field, preferably in psychology or education; minimum of five (5) years of experience in an administrative role managing a team.
- Ability to read, write and communicate effectively in English.
- Must be a strong leader who can collaborate effectively with senior management colleagues and develop excellent professional relationships with other human service providers to strengthen St. Vincent's financial and operational performance.
- Excellent oral and written communication skills necessary to confer and make presentations to Board of Directors, and external relations.
- Proven ability to effectively lead, manage, train, and motivate staff.
- Must be proficient in use of computer software including Microsoft Outlook, Microsoft Office applications, and other similar programs.
- Must possess exceptional time management and detail-orientation skills.
- Ability to work independently with a strong level of organizational skills.
- Is conscientious in follow-through on job requirements with the ability to be a self-starter.

**SUPERVISORY RESPONSIBILITIES:**

Manages 3 to 5 employees who supervise a total of approximately 19 clients in the Residential Programs. Is responsible for the overall direction, coordination and evaluation of these Associates.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees, addressing complaints, and resolving problems.

Must pass criminal background fingerprint check and pre-employment negative TB test.

The COVID-19 vaccination is a requirement for this position.

The position is full-time; Monday-Friday, 10am to 7pm; occasional weekends as necessary.

Compensation (DOE): \$85k – 100k.

**EXCELLENT BENEFITS**

Health Insurance ° Dental Insurance ° Vision Insurance  
 Basic Life Insurance \$50,000 plus available Voluntary Life coverage  
 Retirement Plan - 403(b) and 401(a)  
 Gym Membership Subsidy  
 13 Paid Holidays Annually  
 Paid Time Off (PTO)  
 Paid Bereavement Leave  
 Paid Jury Duty Leave

50% Tuition Discount at our Children's Center  
Education Reimbursement up to \$1,000 per quarter/semester  
Job Signing Bonus - 5% of Annual Salary  
Referral Bonus – Up to \$500 per Successful Job Referral  
Transportation Benefit - Gas Mileage Subsidy for Daily Commute  
Wellness Days - 4 Paid Wellness Days Annually

TO APPLY: Please submit a cover letter and resume to [hr@sv-sb.org](mailto:hr@sv-sb.org).

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 <https://www.stvincentssb.org/get-involved/careers/>.