

POSITION TITLE: Supervisor, School Impact and Employment
DEPARTMENT: Catholic Charities Diocese of Charlotte (CCDOC)
REPORTS TO: Assistant Regional Director

POSITION SUMMARY: Supervises assigned staff in the delivery of refugee after-school and employment services. Plans, coordinates and implements the program services and activities in accordance with contractual requirements and agency policies and procedures; promotes the program and provides public relations; supervises assigned staff; and, conducts meetings.

ESSENTIAL FUNCTIONS:

1. Directs the administration of the after-school and employment services; plans, coordinates and implements the program services and activities in accordance with contractual requirements, agency policies and procedures, participant needs, and budgetary constraints.
2. Provides community outreach and engagement to include stakeholders and community partners (employers, schools, DSS, etc.). Represents the program and the agency in the community and provides information as appropriate. Consults and conducts follow-ups with stakeholders, as needed.
3. Manages volunteers in both programs.
4. Manages School Impact Program service site. Participates in monthly service site partners meeting.
5. Prepares, administers, and monitors program budget; ensures that expenditures are consistent with established budgets; participates in the development of program funding and grant proposal.
6. Responsible for the recruitment and retention of program participants.
7. Participates in the selection of, and supervises personnel, including AmeriCorps members; provides training; evaluates personnel performance; and, as needed, recommends disciplinary action.
8. Assigns work to program staff; prepares work schedules; provides general instructions and professional assistance; coordinates the scheduling and completion of program assignments by determining operational priorities and resolving work load problems.
9. Organizes and facilitates regularly scheduled program meetings and activities.
10. Completes and submits required documentation and reports.
11. Makes home visits with program participants, as needed.
12. Participates in the Agency's Quality Improvement System and supports agency compliance with relevant accreditation standards.

OTHER RESPONSIBILITIES:

1. Participates in staff meetings, staff training and development activities.
2. Performs other duties as required.
3. Transports participants in agency vehicles when needed.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Four-year degree in a relevant field and 2 years of experience working with participants from diverse cultures.

2. Skill required to: plan, organize, direct and coordinate program services; provide public relations; lead and coordinate participant meetings in compliance with agency and contractual requirements; supervise staff; communicate and work effectively with staff, volunteers, and the public; support the program mission and objectives, and administer evaluations, and prepare and present reports.
3. Proficiency in Microsoft Office and familiarity with database systems.

WORKING ENVIRONMENT: The duties and responsibilities of the position involve travel and work beyond the regularly scheduled workday.

Effective: 07/07/2020