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Job Title: Project Director
Department: ILP Grant
Reports to: Vice President, Learning and Program Development

SUMMARY

Provide successful leadership, direction, and evaluation of the ILP Grant program ensuring the continued enhancement of innovative and collaborative services that best meet the needs of stakeholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following

Oversee and monitor the regional development and implementation of an innovative and comprehensive program that best meet the needs of the stakeholders, the ILP grant requirements, as well as reflecting the philosophy and mission of UMFS.

Provide direction, oversight, and evaluation the regional program operations including on-going implementation of best practices, to ensure the most effective, ethical, professional and productive operations.

Plan, direct, and oversee initial program assessment and subsequent assessments; develop short and long-term plans; monitor and evaluate implementation of plans, provide project evaluation to stakeholders with outcomes.

Engage in positive, responsive, and effective professional relationships with staff, stakeholders, and community leaders; develop and support a network of diverse parties to obtain cooperation in the delivery of project activities, build program resources, provide effective services, and meet program objectives; quickly address and resolve issues and complaints.

Create and administer the maintenance of an effective regional structure designed to deliver mission-driven services; monitor and ensure the effectiveness and success of regional operations, staff, program management and cost effectiveness; initiate and implement necessary process improvements to better serve client stakeholders.

Provide evaluation and programmatic expertise for the periodic review of ILP programs and stakeholder services to ensure UMFS is responding to community needs, grant mandates, and licensing agencies' requirements in the most productive and effective manner possible. Provide assistance to the program evaluator(s) to ensure proper data collection and reporting of program outcomes.

Create and maintain an effective communication process throughout and across departments and within the Agency consisting of effective and productive meeting

leadership, successful formal and informal transfer of information processes, and facilitation of ideas and information flow.

Establish an ***Independent Living Program Resource Center*** to provide technical assistance to local departments of social services on the Virginia Independent Living Program, Education and Training Vouchers Program, National Youth and Transition Database, Child Systems Services Transformation Practice Model, and Ansell-Casey Life Skills Assessment.

In coordination with Agency's Human Resources and Organizational Learning departments, responsible for hiring, training, supervising, and disciplining staff in adherence to state and federal regulations and accrediting agencies as well as Agency policies and procedures.

Ensures compliance with Agency's policies and procedures, grant requirements and other stakeholders; develops processes and systems to monitor and ensure compliance; serves on Agency's quality improvement committees.

Responsible for the development, administration and monitoring of grant budget, provides sound fiscal management by implementing a systems approach to spending and provides leadership in maintaining budgeted expenditures.

Engage in positive, responsive, and effective performance management practices for staff, and/or interns. Direct the performance management of all staff to ensure timely supervision, evaluations and employee development.

Market current and potential programs by developing outreach and advocacy strategies that educate the community and stakeholders about the services of the program. Facilitate and/or attend required grant committee, Agency, and/or relevant external networking and community group meetings. Participate in Agency's speaker's bureau.

All other duties as assigned.

EDUCATION and/or EXPERIENCE

Master's degree in social work or related discipline with a minimum of one year management/administrative experience or Bachelor's degree and 5 years of relevant experience. Demonstrated ability to apply research models, analyze data and understand qualitative and quantitative methods.

SUPERVISORY RESPONSIBILITIES

Supervises up to eight subordinates or supervisors of employees. Carries out supervisory responsibilities in accordance with the Agency's policies and procedures and applicable laws. Provide accurate and on-going feedback to staff on individual/team progress and performance. Develop professional capacity, competence, and vision in all assigned staff. Additional responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; recognition and disciplining employees; addressing complaints and resolving problems.

MANAGEMENT AND LEADERSHIP SKILLS

Establish over-all professional direction for assigned department, program(s), and area of responsibility. Create and support a positive workplace of motivated professionals participating in an on-going growth and learning environment. Support and communicate

the Agency's vision and mission. Act promptly to effectively manage crisis situations or correct customer service issues. Motivate and inspire others to do their best work; model appropriate work values and behaviors. Establish and monitor objectives and timeframes to maximize individual and team effectiveness and success. Effectively plan, organize, lead, and control assigned resources. Ensure assigned program/department is compliant with and falls within the parameters of authorized fiscal appropriations, licensing and COA requirements. Effectively prioritize, manage and accomplish multiple tasks/functions in an organized and effective manner; effectively delegating tasks and managing resources to ensure accountability for results.

CERTIFICATES, LICENSES, REGISTRATIONS, TRAININGS

Possess valid driver's license with acceptable driving record and proof of automobile insurance coverage. Multiple mandatory trainings are required dependent on position and program. See UMFS Learning Institute plan.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office space provided with sufficient supportive equipment. Frequent travel required including overnight. Some weekend and evening work required. The noise level is usually moderate. This is a drug free environment.

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