



CATHOLIC DIOCESE OF RALEIGH
POSITION DESCRIPTION FORM



Catholic Charities
of the Diocese of Raleigh

Position Information

Position Title: Program Director

Department: Catholic Charities

Reports To (Title): Regional Director

Work Schedule: M – F Hours: 8:30am to 5:00pm Other: _____

Type of Employee (Hours worked per week) Regular Full Time (≥30) Regular Part Time (20-29) Part Time (≤20) Temporary (varies)

Percentage of Travel Required 0% 10% 25% 50%+

Exemption status (HR use only)	<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-exempt
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Position Summary

Summarize the overall function or purpose of this position. This should be a concise description of the job.

The Program Director will manage staff and volunteers to provide high quality distribution of healthy food supplies, emergency utility assistance and case management services to families in accordance with the policies and procedures set forth by Catholic Charities of the Diocese of Raleigh.

Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities that are **essential** requirements of the job. List the duties in order of importance and the approximate percentage of time for each duty. Focus on major responsibilities rather than detailed work routines.

Day to day management of the program (2 boxes):

- Hire, manage, supervise and evaluate program staff
- Manage the training and supervision of program volunteers
- Ensure seamless provision of food and utility assistance services
- Responsible for grant applications and grant reports
- Assist in developing and managing the program budget in coordination with the Regional Director and Administrative Office

70.00

Duties and Responsibilities *continued from page 1*

<ul style="list-style-type: none">- Participate in all mandated training and supervisory sessions- Complete monthly reports and manage inspections- Maintain client records, agency/program data collection & reports adequate for statistical reporting- Ensure compliance with all affiliation agreements/contracts and their related policies, procedures, and reporting requirements- Communicate with management regarding program needs, planning, development and evaluation	
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<p>Manage Community Relationships</p> <ul style="list-style-type: none">- Participate in community development activities and work with community groups and agencies to advocate for the needs and rights of the populations served- Work with community agencies, groups, and organizations to coordinate services for clients	20.00
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<p>Other Duties</p> <ul style="list-style-type: none">- Attend agency, staff and community meetings- Perform other duties associated with the general responsibilities of this position and/or as assigned by supervisor	10.00
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Position Qualifications

Formal Education (minimal level REQUIRED for this position)

- No minimum education level
- High School diploma or GED
- Associates or other 2-year degree including technical/trade school
- Bachelors degree
- Masters or Professional degree (M.B.A., J.D., etc.)
- Doctorate

Degree in specific subject area: _____ Degree Type: Social Services Related Degree

Concentration: _____

Work Experience (minimum experience REQUIRED for this position)

- Less than 1 year
- 1 - 3 years
- 4 - 6 years
- 7 - 9 years
- 10 + years

Years of specific work experience: Field: _____ Years of experience: _____

Qualifications

Experience:

- Working in human services and community development
- Demonstrated competency working with families of various cultural backgrounds
- Management of volunteers
- Must have knowledge of food insecurity issues and food safety regulations

Skills:

- Ability to present program message to communities
- Must have excellent interpersonal, conflict resolution and critical thinking skills to manage staff, lead volunteers, and work directly with clients
- Budget management skills
- Proven computer skills including Word, Excel and other appropriate applications

Special Requirements:

- Knowledge of and commitment to Catholic social teachings and practices and the mission of Catholic Charities of the Diocese of Raleigh
- Valid NC Driver's License and a vehicle in working order for business use
- Authorized to work in the U.S.

Preferred:

- Bilingual in Spanish/English oral and written communications
- Management and supervisory experience in human services

*Job responsibilities may involve travel and some work beyond the regularly scheduled workdays, i.e., weekends and evenings as scheduled, and as needed.

Position Characteristics

Physical Requirements/ Work Environment

(This section must be completed *entirely*, regardless of position)

	Amount of time spent			
	None	<1/3 of time	1/3- 2/3 of time	>2/3 of time
Lifting greater than 20 lbs.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting for extended periods	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing for extended periods	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primarily office work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Primarily outdoor work	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primarily indoor work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Prolonged exposure to heat/cold	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prolonged exposure to loud noise	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Level of Supervision Received (check the option that best describes the position overall)

Direct Supervision: Supervisor gives specific instructions on all assignments. Work is reviewed regularly for accuracy and completeness.	<input type="radio"/>
General Supervision: Supervisor provides continuing or individual assignments by indicating what generally is to be done, limitations, quality and quantity expected, deadlines, and priorities.	<input type="radio"/>
Intermittent Supervision: Supervisor makes assignments by defining objectives, priorities, and deadlines. Assists employee with unusual situations. Employee carries out successive steps and resolves problems in accordance with instructions and policies.	<input type="radio"/>
Administrative Supervision: Supervisor sets overall objectives and resources available. Collaborate on deadlines, projects, and work to be done.	<input checked="" type="radio"/>
Long-Range Administrative Direction: Employee generally proceeds independently in accordance with general plans, policies, and purposes of the department. Results of work are considered technically authoritative.	<input type="radio"/>

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an exhaustive list of all the responsibilities, duties, and skills required for the position. All employees may have other duties assigned at any time.