



**Job Description Form**

<b>Position Title:</b> Home Visitation Program Director	<b>FLSA Status:</b> Exempt
<b>Department:</b> Home Visitation	<b>Reports to:</b> Executive Director

**General Summary:**  
Oversee the proper function, supervision, and management of the home visitation program including program planning, budget, & contracts.

- General Office Duties:**
- Attend Children’s Service Society staff meetings and other meetings as scheduled.
  - Track information for statistical and reporting purpose.
  - Maintain a filing system for paperwork.
  - Provides supervision, support, and accountability to the program through effective administration.
  - Ensures that all staff participate in training as needed and/or required.
  - Supervises workload, and scheduling for all staff.
  - Conducts performance reviews regularly as stated in agency policies.
  - Ensures that there is always a staff member available to talk to perspective clients at the time of the calls or inquiries.
  - Provides client services and training as needed.
  - Gathers and utilizes input from interested community stakeholders in the planning and delivery of services.
  - Collaborates with appropriate staff for reporting, ensuring accurate records.
  - Submits monthly reports as requested.
  - Participates in setting the annual budget with the Executive Director and acts fiscally responsible to stay within the budget during the year.
  - Supervises expenses and ensure the appropriate allocation of the program funds.
  - Reviews and signs purchase forms and approval for all program expenditures.
  - Reviews and signs staff timesheets.
  - Represents the agency as an effective ambassador at all times.
  - Conducts Parent Educators supervision as specified by the PAT program.
  - Conducts weekly meetings with staff to ensure the delivery of services in contract, ensure legal and ethical practices are used, and give Home Visitors the opportunity to report progress and challenges with their clientele.
  - Ensures that all client information is kept confidential, and paperwork is kept in locked filing cabinets.
  - Follows social work ethics guidelines for self and those she/he supervises.

**Education and Experience:** Minimum educational level: Bachelors Degree, in Social Work, Early Childhood Development, or similar. MA or MS preferred

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0%-24%	25%-49%	50%-74%	75%-100%
<b>Seeing:</b> Must be able to read computer screen and various reports				x
<b>Hearing:</b> Must be able to hear well enough to communicate with employees and others				x
<b>Standing/Walking</b>		x		
<b>Climbing/stooping/kneeling</b>	x			
<b>Lifting/pulling/pushing</b>		x		
<b>Fingering/grasping/feeling:</b> Must be able to write, type, and use phone system				x
<p><b>Note:</b> The statements herein are intended to describe the general nature and level of work performed by employees, but are not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.</p>				

**August 2022**