Position Overview: The Program Director is responsible for the day to day management of the Journey of Hope Program. They supervise and hire all clinical and managerial staff. The Program Director is expected to develop and maintain a team approach in carrying out treatment services and create an active therapeutic milieu. This manager must be able to communicate proficiently with both children and staff in Spanish and English. He or she has ultimate responsibility with regard to ORR Shelter Program related decisions as it affects children and staff. ORR (Office of Refuge and Resettlement) will have final approval of any candidate that is hired for this position.

Responsibilities: The Program Director shall be responsible and accountable for the entire program and its outcomes, and shall be the primary liaison with the ORR. The Program Director shall coordinate both programmatic and financial elements of the services provided to the UAC in care. The Program Director shall be responsible for creating an internal manual for each programmatic function based on State Licensing requirements, the ORR policies and procedures, the Cooperative Agreement or Statement of Work and the agency’s internal policies and procedures. The Program Director shall also be responsible for all reporting requirements of the Cooperative Agreement or, when applicable, the Statement of Work (i.e., programmatic and financial reports), and shall bring any issues or concerns to the designated Grants and/or Project Officer.

Requirements: The Program Director shall possess the administrator’s license for the care provider’s facility. The Program Director shall have at least a Master’s degree in social work (MSW) or an equivalent degree in education, psychology, sociology or other relevant behavioral science plus five years experience as the director of a licensed child care program, residential youth program, or similar program for children and adolescents; or five years of progressive project management experience on projects demonstrating advanced levels of financial and managerial responsibilities. Candidates must have Act 33, 34 and FBI Clearances. Candidate must be fluent in Spanish (read, write and speak). EOE

$60K-$64K

Please send cover letter and resume to recruiter@hfi-pgh.org