CHILDREN’S SICKLE CELL FOUNDATION, INC.

JOB TITLE: Program Director

Reports to: Executive Director

The Program Director (PD) serves as primary supervision of all programs. The PD is responsible for the design, implementation and evaluation of core program strategies and initiatives that strengthen CSCF’s ability to deliver optimal services in alignment with the mission of providing quality programs to children and adults with sickle cell disease and their families, helping them to face the social, educational, and economic challenges caused by the disease. The program director is responsible for collecting program data and conducts program evaluations to improve the quality of the programs and events. The PD works with collaborative partners to build capacity and address needs of this underserved population.

The Program Director plays a vital role in ensuring that the programs are coordinated to meet the needs of individuals with sickle cell disease and their families. The PD manages programs and events ensuring timely coordination of key activities and engages the families from infancy through adulthood to ensure that they have the skills needed to navigate the medical system across the lifespan helping individuals and families make informed decisions about their care.

A key function is the management of the Educational Support Program. Serving as the liaison between the families, schools and hospital for school aged children K-College.

SPECIFIC RESPONSIBILITIES:

1. Develops, implements and evaluates quality programs, projects, events and services for children and adults with sickle cell disease and their families to ensure alignment with the mission and vision of the organization.

2. Manages the Program Components of the Living Well with Sickle Cell® Initiative which currently includes the:
   - Newborn Handbook/Toolkit Program
   - Family Support
   - Educational Advocacy and Support
   - SMASH Sickle Cell Wellness
• Transition 2.0
• Living Well with Sickle Cell® Mobile App
• Annual Programs and Events (Back2School Bash/Season2Give, etc.)
• Other programs or events as assigned

3. Maintains secure database and the privacy of our families,
4. Establishes partnerships with schools, churches, social service agencies,
5. Schedules and attends home visits for families; coordinating with families and staff to complete,
6. Provides case management for families
7. Develops, maintains and distributes monthly program and events calendar,
8. Provides referrals to services and other existing community resources,
9. Promotes programs in the local community health centers to locate individuals with SCD for services and care coordination.
10. Manages community outreach; provides presentations to schools, churches community organizations and corporations for continuing education and general awareness of sickle cell disease,
11. Attends school meetings with families and assists with the development of Individualized Education Plans, 504 Plans, and provides schools with professional development presentations as needed.
12. Manages data, program progress, conducts evaluations and quality improvement initiatives and reports on best practices.
13. Manages the social media presence of the organization and works with and involves staff in this effort,
14. Manages internship staff and volunteers, and
15. Other duties as assigned.

KNOWLEDGE, SKILLS, AND REQUIREMENTS:

• Bachelor’s Degree, preferred
• Five (5) years related work experience; Program and Marketing
• Experience working with medically complex, vulnerable populations, socioeconomically disadvantaged and immigrant populations,
• Valid Driver’s License; Current Vehicle Insurance