

Program Director, Pregnancy and Adoption Support (PAS), Family Reunification

Job Status: Full-time

Exempt

Summary

- The Program Director (PD) is responsible for day-to-day operation of the PAS and Family Reunification programs. She/he establishes and maintains high standards of social work practice; he/she ensures adherence to the National Association of Social Work's code of ethics in the workplace, as well as the Commonwealth of Virginia Standards for Licensed Child-Placing Agencies, and Hague Standards. She/he oversees the maintenance of records, the assurance of confidentiality, and standards of practice. She/he is responsible for authorizing the purchase of supplies (within budget constraints) and for proper maintenance of the facility.

Responsibilities:

- The PD will be expected to oversee the growth and development of the PAS offices, make sure that that PAS and Family Reunification meets service targets, strengthen relationship with key parish partners and local non-profits, and supervise clinicians, staff, and volunteers working at PAS. In addition, the PD will be expected to work collaboratively with the Director of Clinical Services to insure the successful operation and provisions of services.
- PD serves as an ambassador for CCDA to the local community in the Diocese.
- PD seeks to actively support and communicate the Mission of CCDA in all aspects of job.
- PD actively seeks to incorporate and strengthen the Catholic Identity of CCDA into daily operations of PAS and Family Reunification.
- PD actively seeks to improve the transformative impact of services for clients with a focus on gathering measurable data to indicate successful therapeutic outcomes.

- PD actively seeks to serve the poor and underserved in new and innovative ways in collaboration with other CCDA programs, local parishes, and non-profits within the Diocese.
- PD is active in collaborating with the Director of Clinical Services to find new sources of funding and sustainability for PAS.
- PD submits timely and accurate monthly and quarterly reports to the Director of Clinical Services reflecting the services provided and activities conducted in a given time period by the PAS and Family Reunification staff.
- PD works to appropriately manage risk within the PAS office, submitting Critical Incident reports and consulting with the Director of Clinical Services.
- PD works with Director of Clinical Services and Finance Department to create and adhere to annual budget for programs.
- The PD develops and oversees services that carry out the mission of Catholic Charities of the Diocese of Arlington to children:

Crisis Pregnancy Counseling- Provides counseling for women, men, and/or families involved in a crisis pregnancy; the decision-making process on parenting or adopting is a focus, if appropriate.

Foster Care Services - Provides short-term infant and toddler boarding while permanent plans are being made. Appropriate foster families are recruited and assessed. A handbook is provided for foster families, as well as orientation and ongoing training. Assistance and supervision for foster families is provided.

Adoption Services - As a state licensed and Hague accredited Child Placing Agency, Catholic Charities places infants and children with appropriate parents, following legal and professional standards. Home studies and related services are provided in international, interstate, and parental placement adoptions.

Other Services - Education programs (e.g., orientation for perspective adoptive parents and staff training), case management services, and service development initiatives, cooperation with other community and religious agencies, services to meet community needs as decided in consultation with President and/or designee.

- Casework as necessary through rotation with program staff of on-call weekend and holiday duty and intake coverage
- Performs other duties as assigned.

Education and Experience:

- The program director shall have either a doctorate or master's degree in social work from a college or university accredited by the Council on Social Work Education plus three years of experience in providing casework services to children and their families and one year as an administrator or supervisor of casework services.
- If the program director does not have a doctorate or master's degree in social work, he shall have a doctorate or master's degree in a field related to social work such as, but not limited to, sociology, psychology, special education, or counseling; and at least four years casework service experience with children and families, two of which must be in providing casework services to children and families in a child-placing agency and one year of experience must be as an administrator or supervisor of casework services.
- Supervisory experience.
- Professional state certification of LCSW or ACSW may be required.
- Commitment to the mission, goals, and services of Catholic Charities of the Diocese of Arlington.

Requirements:

Prior experience managing small teams and volunteers

Prior experience with fund raising, grant writing, budgetary management

Prior experience with data-driven outcome measures that indicate successful clinical interventions

Must be willing to travel to different clinical sites to provide services

Must be willing to form and strengthen partnerships with Catholic parishes and pastors.

Must be willing to form and strengthen partnerships with key local non-profit agencies.

High level of detail-orientation, and ability to multi-task in a fast-paced environment

Excellent written, oral and presentation skills.

Understanding of, and adherence to, the moral and social teachings of the Catholic Church