

Title: Maternal Program Director

Exempt: YES

POSITION SUMMARY:

Under the general supervision of the Executive Director, the Maternal Program Director oversees the Adolescent Parenting Program and Healthy Beginnings. This job is a grant funded position and is dependent upon the availability of grant funding. This position is the staff liaison to the Adolescent Parenting Program Community Advisory Committee and represents the department on the Advocacy Committee.

ESSENTIAL JOB FUNCTIONS:

- **Financial** – Develop and manage the annual budget for the department. Responsible for resource development, fundraising, grants in conjunction with the Executive Director. Evaluate research and purchase equipment for department to use.
- **Best Practices** – Oversee, implement and evaluate the Adolescent Parenting Program in accordance to the state guidelines, meeting the requirements of the state grant and other funding sources. Observe staff effectiveness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior management techniques.
- **Human Resources** – Recruit, train, supervise, orient and evaluate staff and volunteers.
- **Communication** – Organize press releases, brochures, and other promotional literature for areas of responsibility.
- Perform other duties as assigned.

EXPERIENCE REQUIREMENTS:

Three years of case management experience.

EDUCATIONAL REQUIREMENTS:

Bachelor's Degree in Human Service field from accredited college or university

SKILLS REQUIREMENTS:

- PC Skills – Microsoft Office applications (word, Excel, PowerPoint, Outlook); and other applications as required (i.e. TIPPI Database, Daxko or equivalent).
- Ability to train, delegate and supervise staff volunteers
- Should be a highly organized self-starter; independent and self-directed, creative, and detail oriented
- Able to manage and motivate diverse groups and individuals, and work successfully as a team leader in a team environment
- Current Driver's License and eligible for coverage under YWCA Auto Insurance Policy
- Ability to provide one-on-one education and referrals to clients in an unbiased and nonjudgmental manner.
- Responding and resolving complex community questions and concerns
- Working with senior management
- Program planning, implementation an evaluation
- Special Event Planning

WORK ENVIRONMENT:

Typically works in a professional office environment, providing home visits, school sites and community programs.

YWCA IS ON A MISSION

eliminating racism
empowering women
ywca

PHYSICAL REQUIREMENTS:

Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. This job requires frequent walking and standing, including going from upstairs to downstairs, and setting up rooms.

I have read and understand the job description for my position. I also understand that I am responsible for meeting the standards of performance outlined in the job description as well as conducting myself in a manner supportive of the mission, vision, core values, and standards of behavior of High Point YWCA.

Employee Signature

Date

Executive Director's Signature

Date