

JOB DESCRIPTION: DIRECTOR OF FAMILY SUPPORT

Department:	Family Support
Reports To:	Executive Director of Family Support
Recruited By:	Executive Director of Family Support
Approved By:	Vice President of Programs
Organizational Unit:	Headquarters
Status:	Full-Time
Classification:	Exempt

JOB SUMMARY

As the Director of Family Support Services, the primary responsibility is to provide management and coordination of the various services and system components of the Harold Clark Simmons Compassion Center program functions and assist with the day to day functions of the program under the Executive Director of Family Support.

ESSENTIAL DUTIES AND FUNCTIONS

- Cultivate, identify, establish, and maintain professional relationships with various organizations, entities, agencies and other partnerships to provide collateral services that strategically enhance the goals of the Family Support Services program
- In collaboration with the Executive Director of Family Support and Programs Team, assist in the design and coordination of services in accordance with program goals
- Manage and ensure the processing and continued engagement of Family Support Services clients ensuring both quality and enhancement of services
- Create and maintain schedule of workshops, resource events, and other service opportunities for clients that contribute to client service plan goals and build protective factors
- Analyze program needs to propose and implement changes in the program to meet the changing needs of clients
- Ensure that tangible resources are being appropriately and adequately utilized for clients enrolled in the Family Support Services programs
- Obtains, reports and manages all necessary data regarding the Family Support Services through data base entry and analysis
- Supervises and trains other supplemental Harold Clark Simmons Compassion Center individuals such as Interns, Federal Work Study Students, etc.
- Works closely with the Volunteer Coordinator regarding client services areas

- Works nights and weekends as needed
- Provides tours through-out the Harold Clark Simmons Compassion Center as needed
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

- Bachelor's degree in Social Work or related field; advanced degree preferred
- Commitment to results: "can-do" mindset with emphasis on accountability
- Maintain a strong sense of partnership and teamwork
- Self-starter with drive, passion and initiative

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Ability to build effective professional working relationships internally and externally.
- Ability to understand and follow oral and written instructions, meet deadlines, and work independently.
- General knowledge of standard office practices and office equipment.
- Ability to develop partnerships/network and engage in positive relationships with the community
- Has a conviction that people have the capacity to grow and change
- Possesses sensitivity to the cultural differences that are present among the organization's service population and staff
- Has an ability to work in partnership with other members in a team approach
- Demonstrate excellent communication and presentation skills
- Ability to solve practical problems and effectively deal with many variables
- Availability to work flexible hours and days based on needs of the position

SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.

- Possess a sincere desire to seek God and His kingdom.
- Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation.
- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
- Be a member of a New Testament, evangelical Church in the local community and attend regularly.
- Engage in witness activities as a normal part of life.

PHYSICAL DEMANDS

These physical requirements are not exhaustive and FBCH may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms, stoop, or kneel. Specific vision abilities required by this job include close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. The ability to lift up to 30 pounds (boxes, documents, and equipment).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job functions are performed in a normal office environment.

I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.

Print Name: _____ Signed: _____ Dated: _____