



## Position Announcement

# Adams County Center Director

**Job Title:** Adams County Program Director

**Department:** Grants & Contracts

**Reports To:** Grants & Contracts Director

**FLSA Status:** Full-time, Non-Exempt

**Work Hours:** Regular work hours

**Travel Expectations:** Limited travel required

**Salary Range:** \$55,000-\$60,500

## Position Summary

The Adams County Center Director is responsible for the oversight and management of the center providing services in Adams County. The Adams County Center Director will provide administrative oversight including: grant development and coordination of internal policies and procedures, fiscal management and program coordination, as well as the provision of services to individuals. This position represents the center in public arenas and promotes the center's mission and the availability of services in the community.

## Essential Duties and Responsibilities

- Ensure effective human resources management of Center personnel through:
  - hiring, supervision, training, and evaluation of program staff
  - administering the personnel policies
  - assuring that staffing patterns and policy related to position authorizations and organizational structure are met
  - assuring staff development
  - recommending policy/procedures which enhance staff relations
  - regular review of personnel files to ensure funder standards are met
- Oversee the collection, management, and submission of statistical data and reporting requirements for grants and other funding.

- Ensure effective and efficient administration of Center by ensuring programs operate within budget and according to fiscal policy. Works closely with relevant staff and board members to develop, monitor and analyze budget and spending patterns.
- Maintain client confidentiality. Follow established child abuse reporting procedures and other exceptions to confidentiality as outlined in Center policies.
- Manage priority projects, including the current projects of establishing nonprofit status, developing a working Board of Directors, and other identified priorities.
- Ensure that the Center meets emerging and continuous community needs through identifying, recommending, and implementing new program directions and/or resources for expansion of current programs, and utilizing best practices for program planning, development, and evaluations.
- Assist the Board of Directors in the development and implementation of a strategic plan.
- Develop annual and multiple year Center goals and objectives in keeping with funder requirements. Develop appropriate approaches and action steps to meet the goals and objectives”
- Oversee grants management for various funding sources. Research and respond to funding opportunities to enhance the work of the Center.
- Plan, develop, implement, and monitor program policies and procedures to assure compliance with regulations set forth by the funding bodies including PCAR, PCCD, and other funders.
- Serve as the Center’s representative for the PA Association of Sexual Assault Centers.
- Serve as the agency liaison on committees, task forces, and other multi-disciplinary groups.
- Maintain and enhance Center relations by coordinating with other community organizations, developing and maintaining working relationship with relevant local or regional community organizations, and attending community and agency events
- Provide client-centered and trauma-informed services to survivors of sexual abuse, harassment, and assault in Adams County, and their significant others, including but not limited to: individual counseling, group counseling, hotline/crisis counseling, medical advocacy and accompaniment, legal advocacy and accompaniment, assistance with protection order filing, and information and referral. Services are provided in-person and via telehealth.
- Provide after-hours hotline coverage and in-person advocacy/accompaniment to hospitals and police departments as necessary.
- Contribute to a positive work environment.
- Acquire and maintain a working knowledge of the technology necessary to meet the job responsibilities.
- Have a working knowledge of the Center’s language access plan, and utilize interpretation and translation services as appropriate.

## Supervisory Responsibilities

This position provides supervision for all program staff including the Direct Services Supervisor, Counselor/Outreach Advocates, volunteers, and student interns. The Program Director will provide routine individual supervision and support of direct report staff, and ensure that the Direct Services Supervisor is providing routine and appropriate supervision of direct service staff and volunteers. The Program Director will facilitate routine group supervision and team meetings for all staff.

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

## Education and/or Experience

Master's degree or Bachelor's degree plus equivalent experience in social work, organizational leadership, nonprofit management, or related field. Equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position will be considered. Minimum of three-five years of experience in human services program leadership/management. Experience working in sexual assault center or other victim service program preferred.

## Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs.

## Reasoning Ability

Ability to apply common sense understanding and to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## Travel Requirements

This position requires in-state travel.

## Requirements

- Availability to work evening and weekend hours as required to fulfill on-call responsibilities.
- Ability to effectively manage multiple priorities and meet strict deadlines. Ability to identify and respond to shifting priorities. Ability to find answers to questions.
- Ability to prioritize and implement a work plan.
- Demonstrated supervisory and team building experience. Demonstrated ability in personnel, fiscal, and program management.
- Ability to work effectively without direct supervision. Must be able to handle shifting priorities and multiple projects simultaneously, while paying attention to detail.
- Excellent oral and written communication skills. Must possess excellent organizational, analytical, problem solving, and negotiation skills. Excellent customer service skills. Strong interpersonal skills, experience with active listening, and group facilitation skills.
- Demonstrated sensitivity and ability to collaboratively work with individuals and groups from diverse populations and organizations. Respect for economic and cultural diversity. Ability to maintain cooperative and professional demeanor with professionals from other disciplines. Must be able to foster positive working relationships with people and creating an accessible environment.
- Must have proficiency with the technology necessary for the functions of the position.
- Accept and abide by the mission and core values of PCAR.
- Must be willing to complete a Pennsylvania sexual assault counselor training within first six weeks of employment, if not already completed in the past two years. Act 31 (mandated reporter training) also required. Six hours of annual professional development also required.
- Availability to travel throughout Adams County. Must possess a valid Pennsylvania driver's license, insurance, and reliable vehicle.
- Successful completion of Act 34 (criminal background), Act 33 (child abuse history), and FBI clearances.

## Certificates, Licenses, Registrations

Not applicable.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

## 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. The noise level in the work environment is usually moderate.

## Other Duties As Required

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including but not limited to work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

This job description is a summary and is not meant to cover every aspect and detail of the position. PCAR may add, delete, change, or modify any part of this position within the parameters of VOCA funding at any time. PCAR will may reasonable accommodation for known physical or mental limitations of a qualified employee/applicant with a disability providing the accommodation does not impose an undue hardship or significant risk of substantial harm to the individual, others, PCAR's operations, or upon the quality of service.

## Salary Range

\$55,000-\$60,500

## To Apply

PCAR offers a competitive salary and benefits package. Qualified candidates are encouraged to apply online at [www.pcar.org](http://www.pcar.org) by **December 19, 2022**.

## Who We Are

Founded in 1975, The mission of the Pennsylvania Coalition Against Rape is to work to eliminate all forms of sexual violence and to advocate for the rights and needs of victims of sexual assault. PCAR partners with a network of rape crisis programs to bring help, hope, and healing around issues of sexual violence to the Commonwealth of Pennsylvania. PCAR:

- Assures that communities have access to quality victim services and prevention education by providing funding, training, materials, and assistance to a network of rape crisis centers that serve all of Pennsylvania's 67 counties.
- Provides resources and training on sexual assault-related issues to professionals across PA.
- Promotes public policies that provide protections and services to victims of sexual violence, hold offenders accountable, enhances community safety, and works with media to increase public awareness, access to accurate information, and ethical reporting practices.
- Operates the National Sexual Violence Resource Center (NSVRC), which identifies, develops, and disseminates resources regarding all aspects of sexual violence prevention and intervention. NSVRC is the leading nonprofit in providing information and tools to prevent and respond to sexual violence. NSVRC translates research and trends into best practices that help individuals, communities and service providers achieve real and lasting change. NSVRC also works with the media to promote informed reporting.

## Equal Employment Opportunity Commission

The Pennsylvania Coalition Against Rape and The National Sexual Violence Resource Center provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.