JOB DESCRIPTION

Title
Director of Maternal and Family Programs

Reports to
Executive Director of Catholic Charities

Status
Full-time, Exempt

Location
Springfield, Missouri

Position Summary
The Director of Maternal and Family Programs is responsible to provide oversight and leadership to all Maternal and Family programs, as well as provide the visionary direction of the LifeHouse Crisis Maternity Home program.

Duties and Responsibilities
Duties will include but not be limited to:

- Commitment to Mission, Vision, and Values of Catholic Charities of Southern Missouri
- As a key member of the leadership team, collaborate closely with ED and other members of the leadership team to support positive agency culture and promote long-term agency success.
- Commitment to follow Catholic social teaching in all aspects of the duties of this position.
- Prepare the annual budgets, supervise expenditures, and operate within the budget established.
- Develop new policy and procedures for programs as needed.
- Facilitate weekly and monthly staff meetings along with the Program Managers and LifeHouse Managers
- Guide and support Managers and Supervisors in recruiting, hiring, firing, supervising, and training staff
- Attend community networking meetings
- Responsible for establishing and maintaining good working relationships with other social service agencies and community partners
- Work in partnership with the Executive Director of CCSOMO for grant writing/funding opportunities
- Attend director level leadership meetings for CCSOMO staff
- Provide oversight for acquired grants to ensure compliance
- Available for speaking engagements to promote LifeHouse or other programs
- Assist CCSOMO Director of Communications with the maintenance of the LifeHouse Facebook and Twitter accounts, as well as updates on the LifeHouse website
• Maintain client confidentiality
• Work within the Family Strengthening framework
• Attend training and development programs to increase professional growth
• In collaboration with Development, identify other opportunities to raise revenue around mission priorities.
• Ensure data is collected, entered, analyzed and communicated effectively.
• Assist and provide guidance and data for any grant related and/or program audits.
• Ensure compliance with reporting and policy for COA accreditation
• Participate in the development and program implementation of LifeHouse in Cape Girardeau
• Provide training and oversight on safety and security of the LifeHouse facilities.
• Available to provide on-call assistance as needed outside of the regular work schedule.

Minimum Qualifications

Education, Licensure, and Certification

Minimum of a Master’s in Social Work, with a preferred LCSW, LPC; or RN (BSN preferred) with 5 years maternal child experience.

Experience

Five years of supervisory and leadership experience. Must also have at least 7 years of work experience in a social service setting.

Skills, Knowledge, and Qualifications

• Experience and a willingness to work in a fast-paced social service, faith-based environment serving individuals and families from low to impoverished backgrounds.
• Self-motivated team player with excellent communication skills and ability to build and maintain partnerships internally and externally.
• Strong leadership abilities and ability to represent LifeHouse in the community effectively and positively.
• Strong speaking and listening skills.
• Ability to work with people of diverse backgrounds; bilingual skills a plus.
• Strong customer/client services orientation.
• Sound judgment and decisiveness.
• Excellent verbal and written communication skills.
• Organization skills and good time management.
• Word processing, spreadsheet and data base competency.

Special Working Conditions

• Able and willing to travel up to 30% of time; local and regional travel.
• Able to lift up to 50 pounds.
• Ability to ascend/descend stairs without assistance
• Required – Seasonal Flu Vaccination and other immunizations/vaccinations – TB, Measles, COVID, etc.
• May be extended periods of standing, sitting, as well as some repetitive movements
• Reasonable accommodations may be made to enable individuals with disabilities to perform the key components and primary responsibilities.
• This position requires a valid driver’s license, a reliable vehicle, and proof of insurance.

**Salary and Benefits**

Salary is competitive, based on qualifications and experience.

Benefits include a full range of health insurance (medical, dental, vision, and prescription), pension plan contributions, vacations, and other benefits as detailed in the Catholic Charities of Southern Missouri Employee Handbook.

**Performance Quality Improvement (PQI)**

**PQI Philosophy**

The Performance Quality Improvement (PQI) program of Catholic Charities of Southern Missouri (CCSOMO) promotes excellence and continuous improvement in all functions of client care, support services and the organization. PQI is embedded in all aspects of CCSOMO’s daily work and in its strategic, long-term development. Staff in all areas of the Agency are empowered to play an active role in improving program/client outcomes and overall organizational performance. The PQI process is designed to be inclusive and transparent. The combined elements of the PQI program enable the Agency to make effective and timely use of collected data and to take corrective action and/or develop and implement programs in order to reach the highest standards attainable.

Apply online at: [https://www.ccsomo.org/employment/](https://www.ccsomo.org/employment/)

Upon completion of online application, you will receive an email with pre-screen questions for this position.

"Section 3 applicants are requested to apply"