

LEAD Program Manager Job Description

JOB TITLE: LEAD Program Manager

REPORTS TO: Center for Restorative Programs – assigned supervisor

STATUS: Exempt **DATE:** January 2018

JOB SUMMARY:

To provide administration and oversee implementation of the LEAD Pilot Project.

- To assure that the mission, intent, and purpose of LEAD objectives is effectively carried out by community members and LEAD staff.
- Develop a management plan that supports both the Key Stakeholder Policy Committee (KSPC) and an Operational Workgroup (OW).
- Provide supervision to the LEAD team to provide effective, efficient intensive case management client driven wraparound services to individuals referred for LEAD services.

ESSENTIAL FUNCTIONS:

- Implement, maintain, and promote the mission and goals of LEAD project.
- Implement the work of the LEAD project in collaboration with the Key Stakeholder Policy Committee (KSPC), the Operational Workgroup (OW) and community agencies as appropriate.
- Work closely with the (KSPC and OW) to facilitate planning, sustainability and implementation of the LEAD project.
- Oversee required reporting, data collection required by funding source(s).
- Oversee the day-to-day operations of the LEAD services and collaborative partnerships.
- Work with City of Alamosa to oversee the fiscal accountability of the LEAD Pilot Project.
- Oversee grant compliance.
- Work with KSPC and OW to identify, recruit, and obtain new funding sources.
- Develop, implement, maintain, and promote the highest standards of professionalism, competence, and ethical conduct in the implementation of LEAD.
- Work with KSPC, OW and funding sources to meet evaluation of programs, services, and activities of the project.
- caseload
- Establish and maintain collaborations with communities and partners that address needs of LEAD populations.
- Prepare and direct grants representing diversified sources.
- Promote the work of the organization to the community including fund sources, media, elected officials, community partners, and legislators.
- Promote/advocate issues related to individuals living in our counties.

ORGANIZATIONAL RELATIONSHIPS:

Supervision Received: Receives direct supervision from the Director of Operations and/or Executive Director of CRP. Takes direction and guidance from the KSPC and OW. Works closely with Wraparound coach to provide High-Fidelity wraparound coaching/supervision for LEAD staff.

Supervision Given: LEAD Case Managers

QUALIFICATIONS:

Education: Bachelor's Degree in related or allied field

Experience: Minimum of 3 years supervising staff in the human service field. Experience writing grants, monitoring programs, working with multiple funding sources and community agencies.

Other Skills, Knowledge and Abilities:

- Creative problem-solving.
- Ability to create and manage program budgets.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Excellent public relations and networking skills.
- Ability to work independently and as a member of a team.
- Ability to work closely and cooperatively with external agency representatives.
- Ability to perform light physical work.
- Personal vehicle and willingness to travel.
- Basic Computer Skills.

Material and Equipment Directly Used: (including, but not limited to) Computer (database systems required by funders to collect and report data, email, general Windows products, computer equipment, voice mail.

WORK ENVIRONMENT: General office environment. Travel and work throughout the San Luis Valley.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Print Employee Name

Employee Signature

Date

Supervisor

Date