

POSITION AVAILABLE IMMEDIATELY

POSITION: Director of Family Support Services (FSS)

POSITION SUMMARY:

The FSS Director is responsible for overall management and evaluation of all operational aspects of the Family Support Services program. Director responsibilities include but are not limited to participation in management activities, financial and program management, contract development and management, supervision, policy and procedure development, organizational management and implementation and compliance of all program and agency requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible for recruiting, hiring, training, supervising, and evaluating all program staff in conjunction with agency policy and all program regulations and requirements.
2. Develop, implement, and evaluate program operations and procedures to ensure the highest quality services are provided and positive outcomes are achieved.
3. Develop, implement, and evaluate all FSS operations including referrals and onboarding and enrollment processes.
4. Manage FSS services in coordination with agency staff, AE's SCOs and other organizations.
5. Develop and implement budgets, contracts, contract amendments, and program applications in conjunction with other Directors, Managers, and staff.
6. Develop, implement, and evaluate compliance with all reporting requirements, including but not limited to agency quality management plan, billing, program records, progress reports, incident reports, staff hours, policies and procedures, utilizations, staff evaluations, managing employers etc.
7. Ensure compliance with all agency policies and procedures, program requirements, waivers, regulations, and laws, etc.
8. Prepare and develop budgets, contracts, monitoring, grant applications and evaluations. Monitor FSS requirements to ensure all requirements are met and identified issues are addressed in a timely manner.
9. Prepare and actively participate in required meetings, including but not limited to management meetings, committee meetings, administrative meetings, resource fairs, events, etc.
10. Respond and collaborate with internal and external stakeholders.
11. Develop and implement FSS and agency plans (examples: emergency plan, strategic plans etc.).
12. Attend public forums and speak on behalf of agency and other duties as assigned.

REQUIREMENTS:

1. Minimum of Bachelor's degree, or equivalent certification/experience.
2. Three years related management experience and/or training.
3. Strong organizational, interpersonal, written, and oral communication skills.
4. Ability to work independently, to set priorities and follow through on details.
5. Strong computer skills and technology skills.
6. Valid driver's license and reliable vehicle for local travel.
7. All required clearances and screenings

For more information, and to submit your letter of interest and resume please contact:

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E.O.E.
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