



## POSITION ANNOUNCEMENT

### **Director of Family Support Services December 21, 2017**

Family Service of the Piedmont is a not for profit agency whose mission is to promote healthy lives and relationships for children, families and individuals, through early intervention, treatment and support in times of crisis or transition.

The agency is seeking a **Director of Family Support Services** to assure quality services, financial stability, and programmatic structure to the Family Support Services Division.

#### **Responsibilities:**

1. Utilize the Strategic Plan to guide programs in the Family Support Services Division.
2. Provide administrative and clinical oversight to the programs in the Family Support Services Division, which includes recommendations on all decisions about hiring, transferring, promoting, and disciplinary action of division staff; reviewing and approving staff evaluations; and ensuring staff opportunities for educational and professional growth.
3. Provide direct supervision of program coordinators in the division, including clinical supervision when necessary..
4. Maintain a client centered approach by providing case consultation, maintaining uniform policies and procedures, following ethical standards and coordinating services with other programs within the agency.
5. Design and implement new programming to meet community and client needs.
6. Assume budgetary responsibility for the division
7. Work to secure grants or other funding to help assure fiscal viability of division programs.
8. Ensure quality services by maintaining standards set by the Agency's accrediting agents, and other standards of accountability including clinical record documentation, outcome measurements and Quality Assurance/Quality Improvement functions.
9. Promote the Family Support Services Division and the agency in the community by developing and maintaining relationships with other agencies, organizations, colleges and universities for cooperation and collaboration on services and referrals; and by other marketing strategies.
10. Serve on the Agency Leadership Team and perform other duties and responsibilities as requested by the Chief Program Officer and as needed for effective Agency functioning.

#### **Qualifications:**

1. The ability to respond appropriately to the cultural differences present among the organization's service population and staff is required.
2. Ability to work in partnership with other team members.
3. Ability to forge a mutually respectful partnership with persons served and their families in which they are helped to gain the skills and confidence to address any issues and problems they face.
4. Conviction about the capacity of people to grow and change.
5. Ability to set limits and maintain the helping role of the practitioner and to intervene appropriately to meet the needs of the persons served or other family members.
6. Valid driver's license, clean driving record and the ability to operate a motor vehicle.
7. Ability to sit, stand, walk, lift light objects as needed, move about the office or otherwise perform the physical tasks required to perform the duties listed above.
8. Supervisory experience required.
9. Master's degree in social work, counseling or related field. NC license for clinical practice required.

Send resume and letter to:  
Human Resources

Family Service of the Piedmont  
902 Bonner Drive  
Jamestown, NC 27282

**FAMILY SERVICE OF THE PIEDMONT IS AN EQUAL OPPORTUNITY EMPLOYER**