

**JOB DESCRIPTION**  
**JOB TITLE: Director, Permanency Services**

**DEPARTMENT:** EMPOWER

**I. POSITION PURPOSE**

Administers and directs the organization toward its primary goals based on the Agency's mission statement, policies, and procedures. Performs the following duties directly or through subordinates.

**II. NATURE AND SCOPE OF RESPONSIBILITIES** include, but are not limited to, the following. Other duties may be assigned.

Responsible for the day-to-day operation of the Agency's Permanency Services Program.

Directly responsible for the clinical and administrative functions of the Permanency Services Program.

Ensures services provided by the Permanency Services Programs are of the highest caliber and within best practices.

Maintains a close working relationship with public and private agencies involved in providing Permanency Services/supports.

Plans, organizes, and conducts studies and surveys of program services and relays results to senior staff.

Ensures the operations of the Permanency Services Program are carried out in compliance with local, state, and federal regulations and laws, the policies and procedures of the Agency, and contractual requirements.

Develops and implements procedures and controls to promote accurate and timely information flow.

Works in concert with Agency operation and support departments during the development of identified programs to ensure requirements are met.

Ensures Agency policies and procedures are adhered to during program development and initiation.

Establishes current and long-range goals, plans, and policies subject to approval by the Board of Directors.

Ensures that programs developed are organized in a fiscally responsible and sound manner, with structures that will support a future sound fiscal structure.

Consults and provides leadership in the planning, policy, and decision-making process.

Dispense advice, guidance, direction, and authorization to carry out major plans and goals consistent with established policies and procedures.

Represents the organization with public and private agencies, at legislative functions, with departments and divisions of governmental entities and the public.

Involves, consults, and gives leadership to the governing body and/or advisory board in planning policy, and decision-making processes.

Will be required to travel in order to attend meetings, training, or conduct business off site. Must have a valid driver's license and meet agency underwriting standards if driving on agency business. Not required to transport clients.

Refrains from assuming any duty that is unrelated to and/or interferes with the responsibilities of the position.

Provides regular supervision and professional development of Agency employees. Advocates, promotes, and practices cultural sensitivity and responsiveness in all day-to-day interactions.

Develops, promotes, and practices teamwork in all activities.

#### **SUPERVISION:**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Directly supervises employees as denoted on the Agency Organizational Chart in accordance with best practices and federal, state, and/or accreditation requirements.

### **III. EDUCATION, EXPERIENCE AND OTHER 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION AND/OR EXPERIENCE:**

Master's degree in human service field licensable through the appropriate governmental entity with at least five years' of progressively responsible supervisory experience in the administration of a Permanency Services program or the equivalent.

#### **PRESENTATION SKILLS:**

Ability to read, analyze and interpret common scientific and technical journals, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or Board of Directors.

#### **FINANCIAL/COMPUTATIVE SKILLS:**

Ability to read and interpret financial statements, budgets, audit reports, etc. Ability to perform basic mathematical operations such as discounts, interest, commissions, proportions, percentage, area, etc. Ability to apply concepts of basic algebra, geometry, and statistics. Familiarity with computers and their capabilities.

#### **ANALYTICAL ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, graph, chart or diagram form and deal with abstract and concrete variables.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

None.

### **IV. 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 regularly required to talk, hear, stand, sit, and walk. The employee frequently is required to use hands and fingers; climb or balance; and stoop or kneel.

The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**V. 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

**VI. PRINCIPAL ACCOUNTABILITIES**

Responsible for the development, planning, implementation, and operation of the Agency's Permanency Services program.

Ensures services provided by the programs are of the highest caliber and consistency.

Continually evaluates and refines program requirements and service delivery. Regularly and systematically reports these results to the Chief Operations Officer.

Responsible for the Agency program development initiatives from initial conception to operational capability of the program.

Coordinates with internal/external entities to ensure program development goals, objectives, and outcomes are met.

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Employee Printed Name

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Date

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Employee Signature