

JOB DESCRIPTION

CHOCTAW COUNTY STRONG FATHERS PROGRAM DIRECTOR

- 1. LIFT Community Action Agency, Inc.**
- 2. Program:** Choctaw County Strong Fathers
- 3. Reports To:** Executive Director
- 4. Title:** Choctaw County Strong Fathers Program Director
- 5. Grade:** Eight (8)
- 6. Date:** August 1, 2024
- 7. Approved By:** Rebecca Porter, Executive Director 
- 8. Status:** NON-EXEMPT

JOB SUMMARY: The Choctaw County Strong Fathers Initiative, in conjunction with LIFT Community Action Agency, Inc. and OKDHS, is a grant funded program designed to enhance men's involvement in family life through a 12-week educational program. The program director provides oversight and supervision to the case managers/dad coordinators to ensure for successful program operations including delivery of the evidence-based 24/7 Dad curriculum. This curriculum focuses on increasing fathers' parenting knowledge and skills, enhancing fathers' relationship and co-parenting skills, and improving economic stability for the fathers' and their families. The Program Director works under the direction of the Executive Director of LIFT CAA and works closely with OKDHS staff and OKDHS-approved Technical Assistance Provider(s). The Program Director plans, supervises and coordinates activities of the Choctaw County Strong Fathers Program. This position is non-exempt.

DUTIES AND RESPONSIBILITIES:

- Collaborate with OKDHS officials to refine and revise contracted activities as needed.
- Provide oversight to the program budget, program deliverables, and data collection.
- Ensure that program goals are met, including both active program participation and more equipped and engaged fathers.
- Engage internal and external stakeholders.
- Participate in a peer learning network organized by OKDHS to support program implementation and quality.
- Participate in OKDHS trainings, technical assistance and monitoring activities.
- Ensure for timely and accurate program data (surveys, etc.) collection and submission to OKDHS through the performance management system provided by OKDHS and the assigned Technical Assistance team.
- Ensure staff are adequately trained to provide quality fatherhood services.
- Promotes Choctaw County Strong Fathers' program to individuals and community in "Be A Neighbor", via presentations, social media, and other outreach strategies. Participate in OKDHS's broader Familyhood initiative.
- Coordinate communication with organization leaders, program staff, OKDHS and its technical assistance provider.

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- Coordinates with OKDHS and other organizations (social service, educational institutions, faith-based community, law enforcement, employers, etc.) to ensure participants are linked to relevant and needed resources.
- Make referrals, when appropriate to WorkReady® Oklahoma

SUPERVISORY RELATIONSHIP: The Program Director works under the Supervision of the Executive Director. The Program Director supervises the Fatherhood Case Manager/Dad Coordinator staff.

QUALIFICATIONS:

1. Four (4) year college degree in education, psychology, sociology or related field preferred. Equivalent experience and training will be considered in lieu of a degree. Must be able to exhibit knowledge and skills necessary to successfully perform the essential duties of the job listed above.
2. At least two (2) years' experience in a supervisory/administrative role, as well as a background in budgetary oversight and grants management.
3. Must have reliable transportation, possess a valid Driver License, and auto insurance coverage. Daily/weekly driving is required, access to a private automobile for necessary overnight job-related travel is also required.
4. Ability and willingness to work at times other than regular office hours including some evenings and weekends.
5. Must be able to travel when necessary.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Constantly must be able to sit/stand in a stationary position 50% of the time, stoop, bend; walk; talk; hear; use hands to grip, type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weigh up to 30 pounds

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

LIFT Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either

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with or without reasonable accommodation. As an equal opportunity provider and employer, LCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is Non-Exempt from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Name (Printed)