



<b>Our mission is to provide people of all ages with help, hope, and the opportunity to succeed.</b>			
<b>Job Title</b>	Program Director	<b>FLSA Status</b>	Exempt
<b>Program/Department</b>	Mental Health, Foster Care, Senior Services	<b>Supervisory Responsibilities</b>	Yes
<b>Reports To</b>	Chief Program Officer	<b>CEO Approval Date</b>	04/2021
<b>Work Schedule</b>	Full-time. Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends.		
<b>Must pass required background check, TB and Physical</b>			
<b>POSITION OVERVIEW</b>			
<p>The <b>Program Director</b> works in partnership with the Chief Program Officer to provide leadership in planning, development, and implementing of foster care, mental health, and senior service programs. Responsible for compliance with regulations and policy and ensure delivery of high quality services and supports.</p> <p>Must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace.</p> <p>Must maintain professional integrity, exemplifying the values and mission of the organization, with the goal of providing staff an excellent employment experience in a coaching environment that supports growth, individual integrity, life-long learning and career satisfaction.</p> <p>All employees and volunteers are expected to be sensitive to our client’s cultural and socioeconomic characteristics, reflect Sunbeam Family Services core values and to perform at Sunbeam’s standards of excellence at all times.</p>			
<b>ESSENTIAL FUNCTIONS</b>			
<ul style="list-style-type: none"> <li>▪ Demonstrate capacity for providing developmentally appropriate and evidence-based practice, exemplifying organizational values, and for promoting Sunbeam’s mission.</li> <li>▪ Promote, encourage, and exhibit leadership in accordance with agency mission.</li> <li>▪ Provide effective supervision, direction, and management assigned staff to include a work environment experience in a coaching environment that supports growth, individual integrity, life-long learning, and career satisfaction.</li> <li>• Provide oversight to programs to ensure services compliance to funding sources, payors, managed care organizations, networks and other organizations, and continually evaluate service delivery and outcomes to ensure they are delivered in an effective and culturally competent manner.</li> </ul>			

- Monitor financial and programmatic reports to ensure proper adherence and accountability
- Maintain COA standards in required service areas
- Maintain strong partnerships with DHS, OHCA, ODMHSAS, Areawide Aging Agency and others.
- Develop, plan and implement strategies to manage program growth and ensure sustainability of programs
- Assist with grant applications and new initiatives
- Provide direct clinical services (individual, family, group) at least 8 hours
- Represent Sunbeam in community collaborations, events, and as directed by supervisor or Chief Executive Officer.
- Work with Leadership Team to ensure successful communication and coordination
- Perform duties expected of all Sunbeam supervisory staff.
- Perform other appropriate responsibilities as assigned by supervisor or Chief Executive Officer.

**JOB QUALIFICATIONS**

	<b>Minimally Required</b>	<b>Preferred</b>
Education	Master's Degree	
License	Current Oklahoma licensure as LCSW, LPC, or LMFT Oklahoma Driver's License (with state required uninsured motorists coverage)	
Experience	Minimum of 5 years providing direct clinical services to adults, children, and / or families.  Minimum of 5 years directing and overseeing clinical or social service programs funded by Medicaid, DHS and/or state/federal contracts.	7-10 years  7-10 years
Skills Knowledge Abilities	Advanced knowledge and understanding of clinical models for adults, children, and families. Skilled in developing, implementing, and administering clinical programs and processes. General knowledge of Medicaid, Medicare, and private insurance compensable services. Excellent written and verbal communication skills. Process, protect, and exercise discretion in handling confidential information and materials. Proficient in Microsoft Office, including Outlook, Teams, Electronic Health Records Excellent organizational skills and problem-solving orientation. Ability to establish and maintain effective working relationships with staff, community partners, organizations, and the public. Action-oriented and collaborative in decision making.	Advanced knowledge, including the ability to provide Medicaid, Medicare, and private insurance compensated services.  Advanced experience in contract management and accreditation leadership.  Experience in providing licensure supervision and training.

	Demonstrated leadership ability, team management and interpersonal skills. Ability to handle a variety of work assignments.	
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**WORKING CONDITIONS**

Physical Demands:

While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee must be able to remain in a stationary position 50% of the time and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. Must be able to operate and use a computer. Must be able to detect, discern, distinguish, observe, inspect and compare. Must have excellent command of English language and grammar, both verbal and written. Occasionally must be able to move needed materials weighing up to 20 pounds.

Work Environment

The employee will work in an office environment, may work in close quarters with other staff. Occasional local travel will be required.

Other

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals to perform the essential functions.

**SIGNATURE**

By signing this job description, the employee/candidate affirms that (s)he possesses the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered "at will," meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description does not; in any way intend to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.

Employee/Candidate PRINTED Name		
Employee / Candidate Signature		Date: