



Position Title:	Single Stop Program Director		
Reports To:	Dean of Students		
Department:	MDC Single Stop Centers	Job Code:	0124
Prepared By/Date:	Theodore Levitt/7-6-2010	Job Group:	PEC
Approved By/Date:	Malou Harrison/7-6-2010	Salary Grade:	16
Revised:	Jennifer C. Brito/7-7-2010	FLSA Status:	Exempt

Summary:

The Single Stop Program Director oversees the operations of two MDC/Single stop centers at North and Wolfson Campuses and participates in the delivery of direct services these centers provide to students and their families.

Essential Duties and Responsibilities:

- Develops, directs, and administers implementation and evaluation of the MDC/Single Stop Program.
- Oversees operations of two campus sites and an outreach center, with a third site to be added in second year of grant.
- Conducts and supervises intake and assessment for MDC/Single Stop clients and facilitates referrals to partnering service providers
- Conducts and supervises outreach to affiliate programs and coordinates the flow of clients into the campus MDC/Single Stop Project offices
- Oversees and ensures that follow-up with both clients and partnering agencies occurs regarding referrals and outcomes
- Oversees and monitors scheduling of client appointments with visiting partner legal and financial counselors
- Oversees and ensures that the proper documentation of all client data including client contact, referrals, and outcomes is entered into MDC/Single Stop case management database in an accurate and timely manner
- Produces reports, and provides consistent feedback for Single Stop USA Program Officer and or Program Manager as directed by Single Stop USA
- Hires, trains, and supervises staff and volunteers for the MDC/Single Stop Program in collaboration with Single Stop USA
- Assists in program research, development and assessment, and participates in ongoing trainings and contributes to peer learning systems
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of social work principles, educational principles, and curriculum development
- Knowledge and ability to perform grant writing procedures
- Knowledge and proficiency in Microsoft Office related software
- Ability to understand and interpret technical and instructional material related to social work and or education measures and policies
- Ability in public speaking and instruction delivery methods
- Ability to work in a multi-ethnic and multi-cultural environment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

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 sit; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Masters degree and three (3) years of related experience or Bachelor's degree and seven (7) years of experience in management and five (5) of these years in project/grant management.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name