



<b>Position Title:</b>	Program Manager		
<b>Reports To:</b>	Director of the New Student Center		
<b>Department:</b>	Working Solutions Program	<b>Job Code:</b>	0701
<b>Prepared By/Date:</b>	Linda S. Scharf/06-30-2009	<b>Job Group:</b>	PENC
<b>Approved By/Date:</b>	Carol Nash/06-30-2009	<b>Salary Grade:</b>	14
<b>Revised:</b>	Jennifer C. Brito/8-4-2009	<b>FLSA Status:</b>	Exempt

### **Summary:**

The Institutional Program Manager oversees the day-to-day operations of the Displaced Homemaker Trust Fund (DHP) program by planning, completing, and ensuring that the grant requirements are met.

### **Essential Duties and Responsibilities:**

- Reviews applications of the interested individuals to determine eligibility for program
- Supervises staff providing client contact and those completing administrative tasks
- Reviews and approves all program documents
- Reviews job search assistance procedures to ensure uniformity of services
- Oversees computer lab utilization by clients
- Supervises graduate intern from local university
- Performs once per month staff meetings to ensure that potential problems are resolved quickly
- Incorporates changes suggested by the Business Advisory Council
- Develops procedures whereby clients can increasingly utilize College resources and avail themselves of longer training
- Attend RFP information meeting in Tallahassee
- Work with Resource Development to make sure applications are correct and timely
- Works with special Accounts to develop and subsequently manage the budget
- Attend Displaced Homemaker Network Association meetings twice per year, to hear and then incorporate Agency updates
- Completes all grant requirements and report to the State of Florida agency, the Agency for Workforce Innovation
- Integrates the displaced Homemaker within the College and the general Miami-Dade county community
- Works closely with Student Services and Community Education staff for mutual referrals
- Makes presentations for faculty to increase campus awareness of the Displaced Homemaker program
- Conducts regular farewell parties for departing clients, so they can meet other departments and consider continuing their studies at Miami Dade College
- Plans dissemination efforts for the year
- Encourages various social service agencies in the community to become new members to the BAC
- Visits local legislators to educate their staff about the Working Solutions Program
- Works with Public affairs to develop all informational brochures
- Ensures the continuation of the DHP via alternate funding sources
- Performs other related duties as assigned

### **Knowledge, Skills and Abilities:**

- Review potential client history to determine eligibility

- Teach staff how to obtain more information from potential clients so that eligibility decisions can be made
- Observe program operations, including staff to client interaction as well as client behavior
- Provides staff feedback to ensure uniformity of services offered
- Incorporate knowledge obtained at professional meetings regarding ethical guidelines
- Cull data from State database as well as AWI internet site to present aggregate data on the program
- Run regular scheduled BAC meetings
- Encourage continued involvement of visitors to the BAC

**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.

- Master degree in Social Service or Higher Education
- One (1) year experience in program management

**ACKNOWLEDGEMENT**

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

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Signature

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Date

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Printed Name