Job Description

Position: Program Director
Program/Department: Work Plus Program/ ECE& Family Services
Reports to: Division Director
Work Location: 400 Liberty Ave, Brooklyn, NY
Hours: Full Time

Position Summary: Works Plus Program focuses on 16-30 year olds who have active involvement within the Justice System. Work Plus provides an array of services designed to help participants reach a higher level of work readiness/employability and reduce the likelihood of participation in violent activity. Works Plus also offers career awareness services, connection to educational opportunities, assistance with job search competencies, and case management, however, Works Plus puts a greater emphasis on soft skill and basic life skills development as a means towards work readiness.

Responsibilities:
- Responsible for developing and managing the Work Plus program
- Supervising 2 staff (1 Case Manager/Life Coach Facilitator, 1 Job Coach/ Employment/Facilitator)
- Facilitate workshops and trainings for participants
- Ensure all applicable regulations and program/contract requirements are met
- Hiring and evaluating staff
- Ensuring that staff training is completed – providing weekly supervision
- Building and maintaining positive relationships with community stakeholder and service providers
- Ensuring that services provided are consistent with BCS mission and values
- Working collaboratively with staff and community partner to build enrollment and partnerships
- Shared facilities oversight.
- Assist with development of funding proposals as needed
- Other tasks as may be required.

Qualifications Required:
- MSW or BSW or similar field of study
- Minimum of 3 years relevant experience and supervisory experience
- Excellent leadership, management, supervisory and team building skills
- Entrepreneurial spirit
- Proven record of problem solving
- Excellent written and oral communication; including public speaking
- Enthusiasm for working with empowering low income adults, including people with disabilities

Qualification Preferred:
Bilingual – English Spanish

How to apply: Click here to apply to the Program Director role