

Finger Lakes Community Action

Job Title: Program Director (LEAPS)

FLSA Status: Non-Exempt

Department: LEAPS Program

Reports To: Family Programming Administrator

Summary:

The Program Director will maintain multi-site supervision and coordination of educational programs for youth ages 3 to 9, in collaboration with designated Wayne County School Districts. The Director will ensure strict compliance with NYS daycare regulations, staff training, community program promotion, school district relations, and parent interaction.

Essential Duties and Responsibilities:

DEPARTMENT OVERSIGHT AND REPRESENTATION

- Assume ultimate responsibility to administer the agency's school-aged childcare programs.
- Listen, respond and resolve community complaints.
- Interact with other program directors, LEAPS parents, various community programs, agencies and school districts to ensure good community relation and to advocate for families.
- Interact with state programs, agencies and organizations to be aware of issues and trends affecting school-aged childcare.
- Work with management and staff, as well as outside agencies and the local government to meet the needs of the community in an effective and timely manner and fiscally responsible manner.

COMPLIANCE IMPLEMENTATION

- Establish and ensure NYS LEAPS Standards, OCFS regulations and agency Policies and Procedures, are implemented and followed at all program sites through subordinate supervisors and staff.
- Protect and support the needs of LEAPS children through an understanding of the physical and behavioral signs of child abuse, neglect, and maltreatment, reporting all suspected cases and ensuring the same for all program staff.
- Embrace the role of the parent as the primary educator of the child and promote and support attachment between the parents and the child by supporting and facilitating parent involvement into all aspects of the LEAPS Program.

FISCAL AND PROGRAM OPERATIONS

- Secure program funding by aiding the Administrator /Grant writer in the planning and preparation of new and re-compete grant applications and amendments as needed and appropriate.

- Operate a fiscally sound program through the review monthly financial reports, maintaining staff and operations expenditures which fully comply with approved budgets.
- Work with the Early Childhood Administrator and CFO to manage a comprehensive budget preparation and revision process.

PLANNING, ASSESSMENT AND REPORTING

- Develop and oversee a comprehensive yearly self-assessment for the LEAPS program.
- In collaboration with the COO and Administrator, negotiate contracts or secure other funding available to enhance school aged childcare programs.
- Assist the agency with revisions to the Community Needs Assessment every three years.
- Develop and implement a systematic, ongoing process for program planning.
- Submit a monthly board report.
- Provide timely, written quarterly and annual reports for funding sources.
- Meet monthly/as needed with school district personnel to troubleshoot issues and concerns that may occur.

LEADERSHIP, STAFF DEVELOPMENT AND SUPERVISION

- Develop and implement a comprehensive training program and conduct staff training.
- Assist the Human Resource Department in hiring and terminating program personnel.
- Uphold the Disciplinary Policy and see that it is closely followed at all times.
- Facilitate frequent communication and updates with the staff, teachers, and parents.
- Mentor and develop subordinate managers and fellow program directors when appropriate; providing aid directly or through delegate personnel.
- Provide objective, comprehensive mediation to settle collaborative or communicative challenges both within the department and between the program and other departments. Encourage objectivity and flexibility to ensure smooth service provision for customers of the LEAPS program and the agency at large.
- Attend and participate in all scheduled meetings and trainings as required by the funding source and the agency.
- Review and approve time sheets.
- Other duties as assigned.

Safety Responsibilities:

- Obey all safety rules, government regulations, signs, markings and instruction
- Become familiar with safety policies that apply directly to you in the area in which you work
- Attend and actively participate in safety meetings
- Report any unsafe hazardous conditions to your supervisor
- Refrain from any unsafe act that might endanger yourself, consumers or fellow employees
- Report all workplace accidents, incidents immediately to your supervisor
- Practice good housekeeping by picking up tools, materials and putting them into their proper places
- Compliance with safety and health rules and regulations is a condition of employment

Qualifications:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
- Meet Day Care Licensing Medical standards as proven by submittal of Medical Statement forms (including TB clearance) at time of hiring.
- Obtain clear fingerprinting and State Central Registry Clearance as per NYS Daycare Regulations.

Education/Experience:

- Bachelors Degree, with 12 credits in Early Childhood Education or LEAPS credential, and three years' experience with children or program administration.

Language Ability:

- Ease and proficiency at oral and written communication. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles.

Math Ability:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

- This position requires the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

- Must have working knowledge of basic computer applications such as Microsoft Office.

Certificates and Licenses:

- Valid driver's license
- LEAPS credential (if needed)

Supervisory Responsibilities:

- Responsible to directly supervise the Advantage staff at all applicable sites. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions 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.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk; run; sit; use hands to finger, handle, or feel and reach with hands and arms.

Compliance

- ***"If any person witnesses, learns of, or is asked to participate in any activities that are potentially in violation of the Wayne County Action Program Compliance Plan, he or she should make a confidential contact, without repercussion, to the Compliance Officer, his or her Director/Manager, or the Executive Director. Reports may be made by calling the compliance Hotline (1-315-665-0131 x110), or by emailing information to the Compliance Officer compliance@waynecap.org or by walk-in to the Compliance Officer's office."***

Medicaid Fraud

- ***Medicaid fraud and abuse affects all New Yorkers by depleting valuable public funds meant to provide healthcare and health related services to vulnerable citizens. The New York State Office of the Medicaid Inspector General (OMIG) is a nationally recognized leader among Medicaid program integrity agencies. OMIG's recovery efforts and cost-containment initiatives save hundreds of millions in taxpayer dollars each year.***

- ***Wayne County Action Program employees are required to assist OMIG in fighting fraud, waste, and abuse by reporting potentially suspicious behavior or incidents. The agency encourages anyone who observes instances of potential Medicaid fraud, waste, or abuse to contact OMIG's fraud hotline. Tips can be completely anonymous—and OMIG investigates all reported information.***
 - ***If you suspect fraud or abuse, call toll free:***
 - ***1-877-87-FRAUD * 1-877-873-7283***