



NOW HIRING

Community Services Director

DEPARTMENT: Community Services

HOURS PER WEEK: 40 hours/week- Full Year

PAY RANGE: LM2/L2

POSITION DESCRIPTION

General Scope of Duties:

The **Community Services Director** is responsible for the support, development, implementation and operations of department services and advancing the community reach of those services. You work in partnership with the Chief Executive Officer (CEO), and other members of the senior management team to lead the corporation to assure compliance with the mission, goals, and strategic objectives. The Director is responsible for the CSBG Contract and agency compliance with CSBG standards. This position is instrumental in the creation, implementation and maintenance of a centralized access process across the agency to improve the customer experience. Responsible for the overall management and leadership of the Community Services programs to ensure that program requirements, regulations and outcomes are met and assures consistent policies and procedures are in place for program operations. This is a supervisory position with the primary duty of overseeing all operations and staff related activities in support of client and community needs. The position supports agency functions by providing consultation, training, and support in the area of expertise.

General Requirements:

- Must have adequate transportation, a valid driver's license and meet WCAP's insurance.
- Ability to meet WCAP background clearance requirements.

Experience and Skill Requirements:

The following experience and skills are considered essential:

- At least 5 years of experience in the behavioral health or social services field with increasing responsibility; 7 years preferred.
- Three years of successful supervisory experience and responsibility.
- Experience in management, administration of human service programs, community organizing, program and budget development, and financial management.
- Knowledge of and ability to interpret and implement State and Federal regulations.
- Must have excellent oral and written communication skills including the ability to communicate effectively with clients and community partners.
- Broad knowledge behavioral health and or social services required.
- Broad knowledge of Medicaid services and billing preferred.
- Background in early childhood (ages 0-5) and family services preferred.

- Must have the ability to work and communicate effectively with all levels of staff, funding sources and the public at large.
- Proficient with Microsoft Office products, including Excel, Word and Outlook.
- Experience in nonprofit management.
- Excellent organizational/time management skills.
- Abilities to conceptualize, propose, and implement new programming.
- Performance and results-oriented with ability to understand the broad picture and an analytical approach to problem solving.
- Ability to set priorities and manage multiple and diverse projects simultaneously.
- Demonstrated leadership, team building and human relations skills.
- Demonstrated ability to work with computers and related software including word processing, spreadsheet applications required. Experience with database applications preferred.
- Grant writing experience preferred.

Education Requirements:

The following education requirements are considered essential:

- Master's degree in Social Work or related field required with independent clinical licensure LCSW, LCPC, LMSWcc.

*** All requirements and skills are considered to be essential, unless otherwise indicated*

A detailed job description is available on our website: www.waldocap.org. Please submit a completed WCAP employment application also available on our website to: Human Resources, WCAP, PO Box 130, Belfast, ME 04915. This position will remain open until a suitable applicant is found. WCAP is an Equal Opportunity Employer.