

CAREER OPPORTUNITY

Director of Children & Family Programming

the
GATHERING
PLACE

FACING CANCER • EMBRACING LIFE



JOB SUMMARY

The Director of Family and Children Programming oversees the development and implementation of all program components and services pertinent to children, teens, and families at The Gathering Place.

KEY RESPONSIBILITIES

- Contributes to the implementation of the components of the comprehensive organizational strategic plan
- Designs and implements Family and Children programming
- Assists with the creation of annual budget for Family and Children programming
- Participates in program evaluation
- Assists in the planning and implementation of clinical research as appropriate
- Maintains records and statistics of participant services and program attendance
- Identifies, interviews and recommends personnel for the staffing of Family and Children programming
- Supervises and trains Family and Children contract
- Represents TGP in outreach and marketing activities as appropriate
- Collaborates with the Director of Marketing and Director of Community Outreach to provide outreach and education related to Family and Children programming and services
- Develop relationship with Community and Healthcare partners to assess the needs of Family and Children, and develop and deliver programs and services related to these needs
- Provides education to schools and other organizations outside TGP related to Family and Children needs
- Serves on TGP committees and participates in administrative activities as assigned
- Attends staff meetings
- Attends Board meetings as needed
- Works closely with the Volunteer Service Manager to train and supervise volunteers involved in Family and Children programming
- Provides direct one-to-one and group clinical support
- Assesses the needs, creates and implements innovative Family and Children programming
- Makes appropriate referrals to community resources for children and families
- Participates in clinical programming for the adult population as appropriate
- Participates in bi-monthly clinical peer supervision
- Seeks opportunities for professional presentations
- Participates in continuing education activities for personal and professional growth
- Provides expert opinion for grant proposals written for Family and Children programming and services
- Participates in staff meetings
- Maintains HIPPA Compliance and ensures all staff and contract staff working with Family and Children Programming have completed The Gathering Place's HIPPA compliance training
- Complies with HIPPA guidelines when accessing PHI (Personal Health Information)

RELATIONSHIPS

CAREER OPPORTUNITY

Director of Children & Family Programming



Reports to:

- Chief Program Officer

Supervises:

- Clinical staff working with Family and Children programming
- Contract professionals working with Family and Children programs and services
- Volunteers in the children's programs in collaboration with the Dir of Volunteers
- Children-related academic placements

QUALIFICATIONS

Education

- Master's degree in child life, social work, psychology or other mental health field

Licensure

- Licensed in the State of Ohio in mental health field

Work Experience

- 5 years of clinical practice in mental health field related to children
- Experience in both clinical group and individual practice
- Experience in oncology preferred

KNOWLEDGE, SKILLS, TRAITS AND VALUES REQUIRED

- Proven leadership skills that include the following competencies: program planning and management
- Strong interpersonal skills that include team building, conflict resolution and strong communication skills (written and verbal)
- Possesses excellent knowledge of clinical policy and procedures relating to children and families
- In-depth knowledge of psycho-oncology and mental health related to children and families
- Possesses strong clinical skills
- Creative and innovative
- Appreciates the benefit of humor in the workplace
- Good working knowledge of community resources pertinent to children and families preferred
- Dedicated to TGP's mission, culture and vision
- Embraces TGP's *Principles of Action*