



**Evergreen**  
Youth & Family Services  
*Strengthening Youth. Preserving Families.*

## **JOB DESCRIPTION**

**JOB TITLE:** EYS Program Director  
**LOCATION:** Evergreen Youth Services  
**SUPERVISOR:** Executive Director  
**TYPE:** Exempt

**SUMMARY:** Provides leadership and oversight of Evergreen Youth Services Programs. Responsible for leading direct service staff supervision, program development and organization, program evaluation, staff development coordination, coordinating grants management reporting systems, and statistical reporting. This position uses visual and auditory skills approximately 95% of the time.

### **DUTIES:**

1. Develop a broad understanding of EYS site programs, for both housing and supportive services grants. Work with Sr. Case Manager/s/ & Asst. Director to ensure updates on grant expectations are communicated to agency staff and leadership team.
2. Serves as a member of the agency Management Team and participates in agency board and committee meetings (internal and external) as necessary/required.
3. Ensures quality services through supervision and evaluation of staff and programming.
4. Assist in delivery of program services as needed.
5. Responsible to work with Finance Director in the development of and monitoring annual program budgets to ensure fiscally responsible management.
6. Accountable for submission of monthly, quarterly, semi-annual and annual reports for agency programs and funding as requested and required by grantors.
7. Collaborates with management team and program staff to develop and maintain program evaluation systems, tools and statistical reports.
8. Maintains and implements EYS program policies and procedures, working with the team to ensure conformity across EYS programs.
9. Assist management team in the development and submission of grants, contracts, reports and other documents related to securing and maintaining program revenues.
10. Work collaboratively with other Evergreen Directors and staff to ensure holistic wrap-around service delivery.
11. Conducts activities to maintain compliance with federal and state law, and grant requirements.
12. Work collaboratively with local community, tribal, county, state, regional, and national programs and organizations.
13. Must maintain agency, coworker, and client confidentiality and abide by the Data Privacy Act.
14. Other duties as assigned by executive director, management team or as apparent.

## **QUALIFICATIONS:**

1. Bachelor's degree in a human service related field with preferred five years of successful work experience.
2. Preferred minimum of 2 years of supervisory responsibility in a human service related role with direct supervision responsibilities.
3. Must have strong written and oral communication skills and prior experience with grant reporting.
4. Must have a commitment to support all of the agency's programs and services and its mission.
5. Must be able to work flexible hours including occasional evenings and some weekends depending on client or program outreach needs.
6. Must be self-motivated and willing to use a teamwork approach.
7. Must have a strong understanding of professional boundaries with clients and exercise good judgment regarding boundaries.
8. Must be able to work collaboratively with other agency programs, other local community service providers, schools, law enforcement, probation, tribal programs, and county, state, regional and national programs and organizations.
9. Must have reliable transportation and valid driver's license and insurance.
10. Must be eligible for coverage under the agency's auto insurance.
11. Exercise high standards of integrity and ethics.
12. Exercise initiative, meet deadlines and be dependable.
13. Treat agency co-workers and youth and families with respect and courtesy.
14. Must be a positive role model for staff, youth, families and the community.
15. Must successfully pass a drug and/or alcohol test.
16. Must maintain client, co-worker, and agency confidentiality and abide by HIPAA and the Data Privacy Act.
17. Must be free from alcohol and chemical dependency and must maintain this freedom for the full duration of your employment with the agency. If formerly chemically dependent, must have two years of freedom from alcohol and drug dependency preceding employment with the agency.
18. Must successfully pass a Minnesota DHS Applicant Background Study, Bureau of Criminal Apprehension Criminal Background Check via the BCA website, and a sexual contact background check.

## **Physical Demands Related to Maintenance Duties:**

While performing maintenance duties, the employee is required to talk and hear. The employee is often required to sit and use his or her hands and fingers, to handle or feel. The employee is also required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl in order to conduct building and apartment checks. Vision abilities required by this job include close vision. This employee must be able to lift up to 35 pounds.

**COMPENSATION:** \$50,231-\$67,246 Evergreen also offers a competitive cash benefits package, generous vacation/holiday/sick time/401 (k) match, and flexible scheduling.

**TO APPLY:** Please visit [www.evergreenyfs.org](http://www.evergreenyfs.org) to apply online. To be considered for the position applicants must submit cover letter, resume, and application online, OR mail to: Evergreen YFS, ATTN: Human Resources Director, PO Box 662, Bemidji, MN 56619 OR email [hr@evergreenyfs.org](mailto:hr@evergreenyfs.org).

**DEADLINE:** Open until filled.

EVERGREEN YOUTH AND FAMILY SERVICES, INC. IS  
AN EQUAL OPPORTUNITY EMPLOYER/ADA

3/2020