



### **Position: Program Director**

Reporting to the Executive Director, the BIND Program Director is responsible for assisting and supporting all Member activities within organized work units at the BIND program. Utilizing the Brain Injury Clubhouse Model, the BIND program work units (Communications, Kitchen and Maintenance, Outreach and Advocacy, and Wellness) are essential and vital to the daily operation of the organization. The Program Director facilitates the work of Member groups including direction provided to program Members, Unit Coordinator(s), student interns and additional volunteers to complete tasks required for successful daily Clubhouse operation. Direct service staff, students and volunteers work alongside Members to capitalize the strengths of each Member, support the acquisition of new skills, facilitate conflict resolution, model appropriate workplace behaviors and fuel teamwork. The Program Director also interacts with community service providers, special guests and visitors to facilitate enhanced member programming and spreads the word about our mission. The Program Director position carries the potential to evolve and grow with the organization.

### **Hours/Salary:**

- Monday through Friday, 8 am to 5 pm
- Annual Salary Range: \$40,000 to \$45,000 (Full time/exempt/salaried position)
- Holidays and overtime not anticipated
- Occasional evenings, weekends, and travel within Texas required
- Annual Paid Time Off Provided: 2 Weeks
- Annual Paid Sick Leave Provided: As Necessary

### **Minimum Qualifications**

- Bachelor's Degree in Social Services, Rehabilitation Counseling, Speech-Language Pathology or related field
- Must love the BIND Mission and demonstrate commitment to growth and reaching the BIND Vision
- Adequate work experience in social sciences, community program development, hospital setting or rehabilitation
- Proficiency in the use of word processing applications
- Excellent verbal and written communication skills
- CPR and first aid certification

- Reliable transportation
- Personal characteristics: patient and compassionate, creative problem solver, positive attitude, takes initiative, organized and able to plan ahead, flexible, efficient time management skills, can work on projects independently and be equally teamwork-oriented, comfortable and excited to serve as a manager to persons with disabilities

### **Extraordinary Qualifications**

- Master's Degree in Social Services, Rehabilitation Counseling, Speech-Language Pathology or related field
- CBIS: Certified Brain Injury Specialist certification or eligible for certification
- Must be comfortable with therapy animals
- Fluent in Spanish
- Previous work experience in:
  - Program development, supervision of co-workers and/or student interns, supported or sheltered employment setting for persons with disabilities, use of data/outcomes tools and subsequent reporting, demonstrated communication/presentation/marketing skills

### **Work Environment & Physical Demands**

The Program Director operates in a professional office environment with intermittent work completed outdoors in various weather conditions. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines and kitchen equipment/small appliances. While performing the duties of this position, the Program Director is regularly required to communicate effectively, stand, walk, use and/or tolerate exposure to typical cleaning products, bend and reach with hands and arms. The Program Director must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 25 pounds and use a stepladder. Exposure to germs, pathogens or communicable illness is potential but not probable. Local travel to community events, continuing education opportunities/training, local retailers for supply purchases, and occasional overnight travel within Texas is anticipated.

### **Responsibilities**

- Develop goals, objectives and structured tasks for member work units that consistently meet overall needs of program and the organization.
- Provide broad supervision of the work units, unit coordinator(s), student interns and volunteers who also support the work of the program members. Must be able to provide assistance and guidance as needed for the team and communicate with intern placement supervisors.
- Develop, implement and report on regularly scheduled outcomes data collection related to program core values, member-reported quality of life, community integration and related surveys/inventories to best describe program effectiveness.
- Identify tasks that provide meaningful work and member-directed goals that capitalize on strengths and personal interests of the program members; navigate task modification and maximize accessibility for persons with disabilities.
- Provide feedback to members with attention to positive reinforcement, while ensuring adequate time for members to complete individual jobs, and recognition of

contributions no matter how small.

- Ensure that members complete their work in a safe, healthy, and supportive environment in accordance with organization policies, procedures and other relevant regulations. Provide first aid care, activate emergency response procedures, and complete incident reports when necessary.
- Assist with conflict resolution among members, staff and volunteers and complete necessary documentation related to violations of the code of conduct when applicable.
- Assist in scheduling and coordinating member events including community guest presentations, volunteer projects for program members and other educational/supportive opportunities
- Follow a budget for the work unit activities and prudently manage the organization's resources within those budget guidelines.
- Develop and utilize forms and records to document the member activities, outcomes data, behavior action plans and progress in meeting individual member goals as delegated by the Executive Director.
- Maintain current and prospective member data/documentation and complete intake with new program members.
- Assist members in identifying community volunteer and/or paid employment positions.
- Frequently communicate with the Executive Director and Unit Coordinators, along with program visitors and guests.
- Other duties as assigned.

\* The Employee and Volunteer Handbook, the organization's policies and procedures, and this position description do not constitute a contract. Employment within the organization is at will, meaning that employees can be terminated for any reason that does not violate federal or state law.