



PROGRAM DIRECTOR POSITION DESCRIPTION

Department: Restoration (Residential program)

Status: Exempt, Full-Time

Hours: Monday - Friday, 9 am - 5 pm, with some evenings & weekends required for program needs.

Reports To: Journey Program Executive Director

Location: Tulsa office and Mount Arukah campus, Northeast Oklahoma

Position Summary

The Program Director oversees the implementation of The Demand Project's Journey to Freedom Program and its services, providing leadership, coordination, and supervision of case management activities for both residential and nonresidential clients. As a member of the Executive Team, the Program Director ensures the program aligns with the organization's mission and goals while continually enhancing trauma-informed practices and fostering collaborative relationships.

Competencies

- **Leadership:** Visionary and resourceful leadership to tailor Journey Teams to individual client needs.
- **Trauma-Informed Practices:** Strong understanding of trauma-informed approaches and their implementation. Always seeking opportunities to learn and grow the Journey Program.
- **Organizational Skills:** Ability to plan, coordinate, and evaluate program activities effectively.
- **Communication:** Strong verbal and written communication, including training and staff supervision.
- **Relationship Building:** Proven ability to cultivate strategic partnerships with diverse stakeholders, including government agencies, educational institutions, businesses, and community leaders.
- **Flexibility:** Adaptable to diverse responsibilities, including interim roles as needed.

Essential Duties

Program Leadership and Oversight:

- Implement the Journey Program in alignment with The Demand Project's mission and goals.
- Set long-term goals and continually improve trauma-informed practices.
- Appoint and oversee Journey Team members for each client, including mentors, therapists, and life skills coaches.
- Supervise staff, provide feedback, and conduct evaluations.

Program Coordination:

- Ensure effective service delivery across all program activities.
- Evaluate and recommend program improvements.



Training and Recruitment:

- Develop and conduct initial and ongoing staff training (2-3 sessions monthly).
- Build partnerships with Oklahoma colleges to recruit, train, and supervise social work interns.

Other Responsibilities include, but are not limited to:

- Serve as interim Campus Coordinator, Resource Directory Intake Coordinator, or Intake Coordinator **when necessary**.
- Build relationships with businesses, corporations, service providers, and other organizations to support the program.

Required Qualifications

One of the following education and experience requirements must be met:

- (A) Bachelor's Degree from an accredited college or university with at least 9 college credit hours in family focus, individual function and interaction, child development, sociology, social work, or a closely related subject; and 36 months (3 years) children's services experience.
- (B) Master's Degree in social work, psychology, guidance and counseling, sociology, child development, human relations, behavioral science or another closely related subject from an accredited college or university; and 24 months (2 years) children's services experience.
- (C) Doctorate in medicine, social work, psychology, guidance and counseling, sociology, child development, human relations, behavioral science or another closely related subject from an accredited college or university; and 12 months (1 year) children's services experience

Working/Living Conditions

- Primarily office-based with occasional non-standard workplaces.
- Standard workweek (40 hours), with some evenings and weekends as needed.

Compensation

- Full-time salary starting at \$45,000, with potential for growth.
- The Program Director is a paid, full-time, exempt position with benefit eligibility after 90 days of employment.