

Catholic Charities
Diocese of St. Petersburg, Inc.

Employment Opportunity Posting

Date: January 29, 2016

Position Title: PROGRAM SPECIALIST – FOL PINELLAS

Supervisor: Diane Pecchie, Pregnancy Center Manager

Program: Foundations of Life Pregnancy Center

Location: St Petersburg

Work Schedule: M-F 8a-5p (varies based on job requirements)

Job Classification: Exempt

Pay Rate: \$ 12.50 per hour

Starting Date: February 2016

Description: The Program Specialist is responsible for providing direct and indirect services for Foundations of Life Pregnancy Center. The Program Specialist also supports networking and marketing of the programs within the community.

Responsible for the coordination and provision of client services for Foundations of Life Pregnancy Center Program which include: pregnancy testing and options counseling, limited ultrasound, mobile unit, adoption services, mentoring, educational programming and post abortion support groups.

Assist in recruiting, training, supervising and evaluating volunteers. Support the implementation and evaluation of PQI and productivity standards to ensure quality of services. This includes program outcomes, short term goals, operating procedures, record keeping, and risk management issues.

Support marketing and fundraising for FOL to ensure program sustainability. Assists in identifying additional funding resources and writing proposals, grants, etc. Network and collaborate with other agencies in related fields and churches through presentations and community event participation.

Qualifications: Must have excellent oral, written skills, and interpersonal skills. Must be able to make effective presentations and be familiar with marketing social programs. Must be sensitive to cultural diversity among clients and have the ability to work with diverse racial, ethnic and economic groups. Previous experience in client services, case management, volunteer support, business and/or social services experience a plus. Bi-Lingual, Spanish/English a plus.

Other Responsibilities:

- Complies with all applicable training requirements.
- Complies with all company safety, personnel and operational policies and procedures.
- Complies with work schedule to ensure effective operations of Agency programs.
- Contributes positively as a member of a productive and cooperative team.
- Participates in Agency Performance Quality Improvement (/PQI) program and Accreditation/Reaccreditation process.
- Performs other duties as necessary to fulfill Catholic Charities Diocese of St Petersburg, Inc Mission.

Required Knowledge, Skills and Abilities:

- Able to speak, write and understand English.
- Must be sensitive to and respect cultural diversity amongst clients, staff and volunteers and able to work with diverse racial, ethnic and economic groups.
- Flexible work schedule including evenings, nights, weekends and holidays.
- Ability to set appropriate limits, work under deadlines and multi-task.
- Ability to organize, prioritize, self motivate, and deliver results.
- Excellent communication and listening skills.
- Possess strong work ethics.
- Successfully pass a FDLE Level II background screening.
- Valid Florida driver's license, ability to drive van or bus and have reliable transportation.
- Mission driven attitude supplemented with integrity and passion.
- Adherence to the highest ethical standards, personally and professionally.
- A high level of openness and willingness to receive feedback/suggestions from superiors and others, and to learn new skills to improve job performance.
- Evidence of deep alignment with Catholic Charities Diocese of St Petersburg, Inc Mission and Values.
- Will make a Commitment to Serve all people with Respect, Compassion, and Cooperation in the spirit of a unifying God.

ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES: *(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.)*

- Bi-lingual: Read write and speak (Spanish/English) a plus
- Knowledge of local community resources.
- Good interpersonal skills with families, staff and others are essential.
- Commitment to empowering others to solve their own problems.
- Value a nurturing family as the ideal environment for a person and the conviction about the capacity of people to grow and change.
- The ability to establish a respectful relationship with persons served to help them, gain skills and confidence.

- Ability to work collaboratively with other personnel, service providers, churches and professionals.
- The capacity to maintain a helping role and to intervene appropriately to meet service goals.
- Ability to generate and maintain comprehensive reports and documentation.
- Computer literate – Microsoft Office, social media, internet searches

EDUCATION AND EXPERIENCE: *(Pending on position and if prior to hire is approved by COO a comparable amount of training, education or experience may be substituted for the minimum education qualifications.)*

- Bachelors Degree (or equivalent experience)
- Experience in client services, case management, and volunteer support

Apply to: Diane Pecchie, dpecchie@ccdosp.org, 727-550-4236

To be considered for this position, applications must be received by February 12, 2016

It is the policy of Catholic Charities to make every effort to fill position vacancies from within our organization. The Agency may also conduct simultaneous searches for job candidates outside of Catholic Charities while the vacant position is posted in order to find the most qualified candidate for the position. Catholic Charities is an Equal Opportunity Employer that values the strength diversity brings to the workplace. EEO/AA/ADA Employer. Catholic Charities participates in the US E-Verify program.