

Catholic Charities
Diocese of St. Petersburg, Inc.

Employment Opportunity Posting

Date: 06/13/2024

Position Title: Program Specialist

Supervisor: Program Manager

Program: Foundations of Life- Pinellas

Location: Seminole, FL

Work Schedule: Various

Job Classification: Part Time Nonexempt (24 hours per week)

Pay Rate: \$16.50

Starting Date: ASAP

SUMMARY:

The Program Specialist is responsible for providing direct and indirect services for Foundations of Life Pregnancy Centers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 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.
- Responsible for managing the pregnancy center day-to-day operations in the absence of the Pregnancy Center Manager.
- Responsible for assisting in recruiting, training, supervising and evaluating volunteers.
- Responsible for supporting the implementation and evaluation of PQI and productivity standards to ensure quality of services. Includes program outcomes, short term goals, operating procedures, record keeping, and risk management issues.
- Responsible for marketing and fundraising for FOL to ensure program sustainability.
- Responsible for identifying additional funding resources and writing proposals, grants, etc.
- Responsible for networking and collaborating with other agencies in related fields and churches through presentations and community event participation.
- Responsible for attending training and other educational opportunities to ensure quality of mentoring, administrative and management skills.

- Responsible for submitting all pertinent data to the IS staff for CMHC entry which includes: central intakes, weekly staff activity reports, volunteer timesheets, FPSS 4000 charges.
- Responsible for ensuring Web site survey entries are done in a timely manner – case supervision/review, client satisfaction surveys, FPCN and ultrasound surveys.

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:

- Ability to speak and write Spanish is a plus.
- Must possess knowledge of local community resources.
- Ability to establish good interpersonal skills with families, staff and others are essential.
- Ability to empower others to solve their own problems.
- Ability to value a nurturing family as the ideal environment for a person and the conviction about the capacity of people to grow and change.
- 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.
- Capability to maintain a helping role and to intervene appropriately to meet service goals.
- Ability to generate and maintain comprehensive reports and documentation.
- Must be Computer literate.

EDUCATION AND EXPERIENCE:

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

PHYSICAL DEMANDS: These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of job. Working in an office/site requires prolonged sitting at the computer workstation; standing, bending, reaching, lifting up to 40lbs. and some driving. Requires manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, telephones, and other office equipment. It is also required to regularly sit, speak, and listen, the employee is also required to walk, use hands and fingers to type, operate equipment, and maintain records and notes. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

To be considered for employment please apply to cmartinez@ccdosp.org

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.