

JOB DESCRIPTION AND PERFORMANCE STANDARDS Revised 09/08

For Performance Reviews Only: Date Sent to Manager _____ Date Returned to Human Resources _____

Position Title: GAFS, Program Manager

Facility & Division Name: Lutheran Social Services Group Inc.

Employee Name: _____ Exempt ___ Non Exempt ___

Supervisor: Assigned work hours: From am to p.m. **or** ___ Flexible

Date of Hire _____ Full Time ___ Part Time

This position requires a minimum 8 hours per day 40 per week

Orientation date _____ Job description reviewed with employee by _____ Title _____

Purpose of this position

Responsible for overseeing all the operations of the TFC office, responsible for all marketing, clinical and budgetary aspects of the assigned office. Will aid in the development of goals and ensure completion of goals. Will monitor all aspects of quality and growth in the region.

Qualifications

MSW with 2 years of progressive management responsibilities, personnel experience and budget/fiscal responsibilities. Must possess valid drivers' license.

Delegation of authority

Authority is delegated to the individual in this position to:

RATING LEGENDS:

Functional Rating Scale

E = Essential function of the position in the facility
M = Marginal function of the position in the facility
N = Function not performed in this facility

Performance Competency Scale

5 = Exceeds standards
4 = Always meets standards
3 = Usually meets standards
2 = Rarely meets standards (Explanatory comments recommended)
1 = Does not meet standards (Explanatory comments recommended)
N/A = Not applicable

The primary functions and responsibilities of this position are as follows:
(You will be evaluated on your ability to perform these functions competently with minimal supervision and/or reminders.)
Additional duties may be added as necessary to meet the needs of the facility.

Enter
E
M
Or
N
in this
column

Enter performance competency ratings in these columns.

COMMENTS

Use brief statements if necessary to explain any entry on the form.

This job description does not constitute a Contract of employment.

Introductory Evaluation

Annual Evaluation

Comments

Regular meetings with direct reports to teach, motivate, supervise, and reinforce their work.

E

Will maintain a quality treatment program.

E

Will assure compliance with all regulations pertaining to programming.

E

Will assure compliance with accreditation standard.

E

Will assure compliance with QA & I and outcome standards.

E

Will interface with other agency personnel.

E

Will insure that on-call, crisis/conflict situations are moving towards conflict resolution and report significant problems to the Director of Community Based Services.

E

Comments

	Function	Introductory Evaluation	Annual Evaluation	
Monitoring of fiscal status in the region, including tracking of generated revenues and ongoing expenditures in comparison with budgeted figures.	E			
Act as liaison with personnel in other departments and programs at GACFS.	E			
Will be the primary marketing/liaison with community-based professional services.	E			
Maintain constant sensitivity to the environment in order to make programmatic adjustments as necessary to preserve program integrity and financial responsibility.	E			
Will aid in the development of any new program initiatives set forth in the TFC goals. This individual will also develop needed services of programs.	E			
Will coordinate the process for adding personnel as necessary.	E			
Will seek feedback from referring agencies concerning quality and the need for modifications in the program, and adjusting programming in accordance with that feedback.	E			
Perform other tasks and duties as assigned by supervisor.	M			
As regulations and programmatic changes may occur, responsibilities may change to meet these needs and requirements.	M			

To be on emergency calls 24 hours a day, vacations and holidays are to be taken during periods of reduced population as approved by your supervisor	E			
Safety – Follows required safety procedures	E			
Inservices – Attends all required inservice training	E			
Other duties as assigned	E			
GAFS Organizational Responsibilities				
Engages in regular supervision with own supervisor, including scheduled evaluations.	E			
Actively participates in all in-service programs and scheduled meetings during your on-days.	E			
Maintains ongoing and open communication with team members and promotes relationships of trust and respect with residents and staff.	E			
To be on emergency call 24 hours a day.	E			
Fulfills obligations inherent in the major systems of the GACFS and the LSS Personnel policies.	E			
Demonstrates a commitment to organizational and department goals	E			
Shares positive and negative information directly with team members and confronts others; to utilize the organizational chain of command.	E			
Practices good listening skills and communicates well both in writing and verbally.	E			

	Function	Introductory Evaluation	Annual Evaluation	Comments
Demonstrates personal and professional ethics, attitudes and value systems which enhance team functioning and to abide by the Standards of Confidentiality.	E			
Upholds child and family rights as outlined in State Office of Child and Family Services mandates and GACFS procedures.	E			
Professional Excellence				
Ambassador of LSS -Positively promotes LSS through personal actions	E			
Appearance -Presents appropriately for the position in regards to the professional image of LSS, safety and hygiene	E			
Attendance – Works as scheduled	E			
Attitude – Maintains a pleasant, positive and professional demeanor in all interpersonal relationships.	E			
Communication - Communicates clearly, accurately and timely both verbally and in writing	E			
Continued learning - Works to improve self and shares knowledge with team members.	E			
Customer Service -Provides a positive experience to external and internal customers	E			
Flexibility – Adapts to changes in the work environment and performs well under pressure.	E			
Initiative – Generates innovative ideas, approaches, and solutions. Anticipates and recognizes potential problems. Generates alternative solutions when solving problems.	E			
Interpersonal skills - Interacts effectively with a wide diversity of individuals and work styles	E			
Quality Improvement – Works to eliminate waste and improve department efficiency, suggests and implements opportunities for improvement.	E			
Quality of Work -Shows attention to detail, accuracy, follow-through and thoroughness.	E			
Teamwork – Acts as team player, supports team goals, can lead and/or follow as appropriate. Actively participates in team efforts.	E			
I have read and understand the functions and requirements of this position. I understand that this is not to be considered as an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties for this position.				
Employee's Signature _____ Date _____				

PERFORMANCE EVALUATION - EVALUATOR AND EMPLOYEE COMMENTS

Evaluator's Comments:

Strengths and weaknesses:

Previous Years Goals:

- | | Achieved? |
|----|-----------|
| 1. | Y or N |
| 2. | Y or N |
| 3. | Y or N |
| 4. | Y or N |

If no, Why?

Goals for the Coming Year:

- 1.
- 2.
- 3.
- 4.

Employee's comments:

Supervisors signature _____

Employee's signature _____

Date _____

Date _____

EMPLOYEE JOB DESCRIPTION - Physical Environment Form

EMPLOYEE NAME:
POSITION: GACFS,

Date of evaluation:

ACTIVITY RATING SCALE

C = Continually (Over 5 hours per day)

F = Frequently (2 ½ to 5 hours per day)

O = Occasionally (½ to 2 ½ hours per day)

R = Rarely (Less than ½ hour per day)

N/A = Not Applicable

PHYSICAL ACTIVITIES

RATING

Describe any unique physical and/or sensory activities associated with this position.

Mobility

C

Balancing

F

Climbing

O

Crouching or bending at the knees

O

Grasping

F

Kneeling or crawling

O

Pinching

O

Pushing

O

Approximate typical weight

1 LB

Approximate maximum weight

25 LBS

Pulling

O

Approximate typical weight

1 LB

Approximate maximum weight

25 LBS

Reaching above the head

O

Reaching with arms extended

F

Repetitive finger movements

C

Standing

F

Stooping or bending at the waist

F

Turning or pivoting

F

Twisting at the neck, waist, or knees

F

SENSORY ACTIVITIES

Driving

F

Ability to manage stress

F

Hearing in person

C

Hearing on the telephone

F

Talking in person

C

Talking on the telephone

F

Engages in physical restraints

O

Vision for close work

C

Signature of evaluator _____

I have read and understand the requirements for performance of this position. I understand that this is not to be considered as an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties for this position:

Employee's Signature _____ Date _____