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JOB POSTING

Director of Programs and Evaluation (Exempt)

Summary:

The Director of Programs and Evaluation will oversee daily operations of Exponents' service continuum of care, including Supportive Services. The Director will provide clinical supervision to program staff. This is a full-time permanent role based in Manhattan.

Duties and Responsibilities:

- Lead and supervise various Programs, including the Supportive Services, Transitional Services, HIV/HCV Testing, and Health Education program teams
- Understand and develop scope of services and workplans with Program Directors
- Collaborate with Executive Management to develop, track, and report on strategic initiatives
- Work with program staff and management to define the performance measure and related goal (benchmark) to be tracked for each program.
- Ensure client census goals are achieved and maintained through development of program promotion and client outreach strategies with Client Engagement staff, and provide staff training where necessary to ensure Program clients and participants receive comprehensive continuum of services
- Monitor and continually improve quality of clinical services, including Agency-wide policy and procedure enhancements
- Coordinate, design, implement, facilitate, and manage evaluation activities for Programs, in collaboration with internal and external stakeholders of the Agency (e.g. establish activity and meeting dates, identify activity dependencies, sequencing, and reporting on evaluation results)
- Cultivate relationships and maintain linkages with all referring agencies to meet services needs of participants, including primary care and specialty care providers
- Support Programs to develop theories of change, standardize data collection processes and data visualization, and KPI reporting
- Prepare Program charts, policy and procedures for audits, including funder site-visits
- Develop tools and methods to conduct evaluation including but not limited to surveys
- Ensure timely, accurate data collection and preparation for reporting and performance-based billing
- Maintain documentation related to Program evaluation planning, research, tasks, and decisions, and disseminate across Program evaluation as needed
- Lead quality standards of all Programming, including develop, implement, direct, and monitor quality improvement projects and program initiatives
- Maintain program compliance with all funder regulations, policies, and procedures
- Maintain HIPAA compliance and overall confidentiality of all client records



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- Promote programming and engage in new business opportunities with external stakeholders via verbal and written communication, including outreach, tabling events, written reports, evaluations, etc.
- Additional duties as needed

Salary: \$80,000 – \$90,000

Reports to: Executive Vice President & COO

Qualifications:

- Licensed Clinical Social Worker (LCSW) or Master Social Worker (MSW) required
- Master's Degree in Social Work (MSW) required
- Seminar in Field Instruction (SIFI) certification preferred
- Minimum five years' experience in substance abuse, HIV, and other related programming field(s) required
- Minimum five years' progressive experience in supervisory/managerial role
- Knowledge of AWARDS, or other electronic client record platform
- Strong written and verbal communication skills
- Computer savvy with MS Office Suite (e.g. Word, Excel, PowerPoint, etc.)

Exponents is an equal opportunity employer. All applicants will be considered for employment, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.