



Position Title: Regional Director of Social Services/Operations - Auburn

Department: Social Services

FLSA Status: Exempt

Reports to: Vice President of Operations

Date Created: November 2020

God has called **us** to **build up** the **Body of Christ** in southern Nebraska through the spiritual and corporal works of mercy. We are **called** to **grow** in holiness, **walk** in trust, **serve** with integrity, and **faithfully** proclaim the Gospel.

Position Summary: The Regional Director of Social Services is a compassionate, dynamic, and inspirational leader. This person will lead and manage our social services operation that assists, accompanies, and effects social change and the betterment of individuals, families, and common good.

Essential Functions:

- Manage the performance, networking, brand budget, and expected outcomes of:
 - Emergency Services/Homeless outreach.
 - Food pantries, car programs, and other in-kind assistance.
 - Disaster recovery services.
 - Transitional
 - Other social service-related services.
- Represent, communicate, and integrate authentic Catholic social teaching in the provision of social service programming.
- Develop existing and new projects.
- Evaluate and maintain sustainability of social service programs.
- Explore funding opportunities and lead grant writing.
- Provide presentations and education to community members and parishes regarding social service programs available.
- Monitor and develop systems for excellent client service.
- Manage buildings and vehicles needed to perform services.
- Manager other employees/volunteers/benefactors of Auburn Operations Center.
- All other duties as assigned.

Supervisory Functions:

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include supervisory duties of other operations staff and volunteers.
- Plan, assign, and direct work.
- Conduct employee performance evaluations if apropos.
- Address complaints and resolve problems.
- Resolve employee issues, follow the progressive disciplinary action plan, build culture & maintain morale.

Preferred Competencies:

- Communication; written and verbal

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- Cooperation
- Teamwork
- Problem Solving
- Ethical
- Relationship Building
- Organizational Support
- Safety and Security
- Bold Vision
- Intrinsic Motivation

Qualifications:

Bachelor's degree from a four-year college or university, preferably in social work, non-profit management, or business administration; or one to two years' related experience and/or training; or equivalent combination of education and experience.

Must be knowledgeable about the Catholic Church and support the moral and religious teachings.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, stoop, kneel, crouch, or crawl, and talk or hear. The employee must regularly lift and/or move up to 20 pounds.

Working Environment:

While performing the duties of this job, the employee is inside the building and only works outside occasionally. The noise level in the work environment is usually moderate.

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