



Position Title: Regional Director - Hastings

Department: Programs

FLSA Status: Salaried, Exempt

Location: Hastings, Nebraska

Reports to: Vice President of Programs

Date Created: July 2021

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 is a compassionate, dynamic, and inspirational leader. This person will lead and manage our various social services in Hastings, including emergency services, food recovery and redistribution, sack lunch program, St. Gianna Women's Homes West. This person will also oversee the St. Joseph Gift & Thrift and warehouse operations. This position serves a vital, leadership role in the implementation of CSS's mission in Hastings.

Essential Functions:

- Supervise the workflow, budget, and outcomes of the following programs: emergency services, food pantries, food recovery and distribution, Open Table, car programs, disaster recovery, holidays projects, and other in-kind assistance.
- Evaluate and maintain sustainability of all social service programs.
- Work with the Vice President of Programs and program department staff to develop existing and new programs.
- Explore and pursue local funding opportunities that would benefit our clients.
- Work with the Marketing & Development Department to fundraise and host local community events, including Bountiful Harvest.
- Represent, communicate, and integrate authentic Catholic social teaching in the provision of social service programming.
- Provide presentations and education to community members and parishes regarding social service programs available.

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- Carry out supervisory responsibilities of the social services employees and thrift store employees and volunteers in accordance with the organization's policies and applicable laws.
- Supervise the operations of the warehouse and St. Joseph Gift & Thrift.
- Oversee building maintenance and repairs, either by completing internally or working with local contractors.
- Identify any mechanical or safety issues and coordinate with the IT/Facilities Management Coordinator and Regional Director of Social Services any necessary repairs of vehicles, forklifts, and other operational machinery.
- Responsibilities include interviewing, hiring, training, and scheduling with employees and with thrift store volunteers.
- Organize and lead weekly staff meetings and other meetings deemed appropriate.
- Conduct employee performance evaluations.
- Address complaints and resolve problems.
- Resolve employee issues and follow the progressive disciplinary action plan.

Preferred Competencies:

- Communication; written and verbal
- Cooperation
- Teamwork
- Problem Solving
- Ethical
- 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 its 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 25 pounds.

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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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