



Hub City Outreach Center
4 Briercroft Office Park
Lubbock, TX 79412
P: 806-701-1687
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Program Director Job Description

The Program Director (PD) report to State Contract Administrators and the Executive Director.

Summary of Responsibilities:

The Program Director is expected to serve and operate in a supervisory capacity. The Program Director is to provide oversight for all programmatic aspects of youth prevention related activities. The starting salary is \$42,000/yr. This capacity will require an adherence to the strictest form of ethical practices for a prevention professional. The Prevention Director is to apply and abide by all policies and expectations determined by the standards set by the Youth Prevention Contracts, the Statement of Work and Hub City Outreach Center's Employee Handbook. The Prevention Director will be responsible for working with Finance Director (FD) and Executive Director (ED) to maintain the financial integrity of the program and the organization.

Duties and Expectations:

- Adherence to the highest level of ethical standards
 - Adhere to the Prevention Think Tank Code of Ethical Conduct
 - Adhere to Ethical Standards of any additional licenses and certifications
- Submit all pertinent documentation and measures on-time to the State Administrators
- Audit documentation and files
 - Maintain an environment that is conducive to Quality Assurance and Quality Improvement
 - Coordinate the submission of documentation with the Program Coordinator
- Employee Supervision
 - Assign tasks that are to be completed by the Program Coordinator and Prevention Specialists
 - Set work schedules for all Prevention staff members
 - Conduct quarterly and annual reviews for Prevention staff members
 - Reviews will be conducted with the Prevention Coordinator
 - Will conduct disciplinary actions for Prevention staff members
 - Prevention Director is to conduct write ups and provide additional trainings as they pertain to actions conducted by Prevention staff
 - Any additional disciplinary actions will be escalated to the Executive Director or the Board of Directors
- Financial Responsibilities
 - Follow all policies and procedures for allowable costs
 - References for Allowable Costs
 - YPI/YPS Contracts
 - Attachment A Section III -11C, Section- G. Guidance on Allowable Cost, Section J-Invoice and Financial Requirements



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- Attachment B
 - YPI/YPS SOW
 - Grant Technical Guide- Chapters 3-10
 - Monthly meeting with Finance Director and Executive Director
 - Update on Budget
 - Clarify negative/remaining funds by category
 - Document monthly expenses and reimbursements
 - Properly allocate expenses for each program
 - Closely monitor allowable cost for each expense section
 - Submit Quarterly Report on CMBHS
 - Record In-kind / Non-DSHS funds for that Quarter
 - Compile all expenses for that quarter
 - For the last quarter of each fiscal year, document any irregularities and incorrectly documented expenses and record that information in the CMBHS notes
 - Notify Contract Manager of any noted irregularities in previous expense reports
 - Discuss with Contract Manager any negative Direct or Indirect Balances
 - Submit Annual Close-out reports to Contract Manager and appropriate state officials
 - Conduct an in-house audit of all expenses conducted through the year
 - Submit all required expenses and In-kind Donations for report
 - Submit Remittance form if required by the Contract Manager
 - Allocate funds to cover an incomplete yearly In-kind Match
- Outreach
 - Program Director is expected to build relationships with schools and community partners
- Educational Requirements
 - Must possess a CPS or an ACPS certification within 12 months of hire
 - Must possess a minimum of a baccalaureate degree in psychology or a related field

