



The Center for the
Prevention of Child Abuse

35 Van Wagner Road
Poughkeepsie, NY 12603
Tel (845) 454-0595
Fax (845) 454-0129

thecpca.org

Director of Programs

Position Description

Reports to: Executive Director (ED)
Hours: 35 hours per week (full-time)
FLSA Classification: Exempt

Position Overview

The Center for the Prevention of Child Abuse (The CPCA) works to reduce child maltreatment through prevention, intervention, and assisting in the prosecution of offenders. The Director of Programs will be responsible for all aspects of prevention and intervention programming at The CPCA to ensure the children and parents we serve receive the highest quality of care. The Program Director will oversee program execution including outcome achievement, data analysis and monitoring trends, compliance with applicable laws and regulations, and meeting contractual requirements. The Program Director will focus on quality-of-service delivery and achievement of the agency's goals in order to assist in achieving our goal to prevent child abuse in the Mid-Hudson Region.

Essential Job Functions including but not limited to:

- Provide training and supervision to Supportive Parenting Program, Personal Safety Program, and Community Education Program staff, to support professional development and adherence to program policies, procedures, and best practices.
- Initiate and set goals for programs based on the organization's strategic objectives.
- Facilitate development of the CPCA programs through client engagement and enrollment.
- Ensure accurate collection of program data, completing all tracking in client database.
- Prepare monthly and quarterly reports for government and philanthropic funding sources.
- Strengthen relationships with partner nonprofits through open communication and collaboration.
- Oversee management of grants to ensure that outcomes and contractual requirements are met.
- Maintain and protect client confidentiality including, but not limited to, name, contact information, medical history, financials, court and child custody documents.
- Evaluate overall program performance by gathering, analyzing, and interpreting data and metrics.

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Our mission is to prevent child abuse in the Mid-Hudson Valley.

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- Serve as backup to program staff in times of emergency.
- Represent The CPCA at appropriate community events.
- Perform other related duties as requested.

Skills, Knowledge, & Abilities:

- Demonstrated track record of success in supervising mid-level staff.
- Ability to plan, organize, coordinate, administer and evaluate the effectiveness of programs.
- Strong analytical skills including program outcome projection and budget management.
- Experience managing multiple programs while ensuring compliance with multiple funders.
- Experience implementing and monitoring the success of new programs.
- Ability to forecast outcomes and budget based on data and supporting trends.
- Strong problem-solving skills and the ability to prioritize a diverse workload.
- Experience preparing reports for local, state, and federal funding sources.
- Excellent team player: able to build relationships and maintain positive working relationships with a variety of agency stakeholders.
- Ability to communicate effectively both orally and in writing.
- Ability to handle stressful and emotionally charged situations calmly, professionally and with compassion.
- Good moral character.
- Ability to operate a personal computer and utilize common office software programs, including Microsoft Office.
- Physical condition commensurate with the demands of the position.

Minimum Qualifications:

- A. Master's Degree in Public Administration, Business Administration, Psychology, Child Development, Education, or a related field and two (2) year of experience as an administrator or similar experience involving program management in human services OR
- B. Bachelor's Degree in Public Administration, Business Administration, Psychology, Child Development, Education, or related field with five (5) years' experience as described in (A) above.

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What You Will Gain:

- Paid Vacation, Sick, Personal Time
- Employee assistance program including free, confidential mental health services
- Connection to a hard-working team who share your passion to help others.
- Access to network of professionals dedicated to improving the lives of children.
- Professional Development Opportunities and trainings on crucial topics impacting the welfare of children and families in our region and state.
- The ability to change and the lives of children in our community.

The Center for the Prevention of Child Abuse provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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