**BOSMA ENTERPRISES**

**JOB DESCRIPTION**

**Position Title:** Vice President of Program Services

**Status:** Exempt

**Reports To:** Executive Vice President

**Overall Responsibility:**

The Vice President of Program Services is a member of the Executive Leadership Team and is responsible for setting the strategic direction for Program Services. This role involves establishing and maintaining budgets, defining key objectives and activities, and allocating resources effectively.

Additionally, the Vice President oversees all management operations related to the rehabilitation and placement programs within the organization. This includes the comprehensive research, development, implementation, management, and evaluation of program services ensuring they operate efficiently and effectively while adhering to all legal, accreditation, and industry standards and best practices.

**Education and Experience:**

A Master’s Degree in Blind Rehabilitation or Counseling is required; with at least five years of work experience in the field of blindness and visual impairment.

**Required Skills and Abilities:**

* Ability to exercise discretion, confidentiality and independent judgment in the execution of job responsibilities
* Demonstrated knowledge of program development and planning
* Knowledge of blind rehabilitation “best practices”
* Knowledge of State and Federal laws, rules, and regulations that are applicable surrounding rehabilitation and counseling services
* Knowledge of physical and psychosocial adjustments to the loss of vision
* Ability to organize work flow, set priorities and accomplish tasks in a timely manner
* Ability to communicate effectively and professionally, both orally in writing, and listening to meet the needs of the organization and its customers
* Strong leadership skills
* Ability to problem solve and use necessary resources
* Ability to handle multiple tasks effectively
* Ability to work in a team-oriented environment

**Job Duties and Responsibilities:**

The essential functions of the VP of Program Services position consist primarily of, but are not limited to, the following:

* Establish performance goals and service standards for all areas of responsibility, ensuring compliance with all applicable accreditation criteria
* Hire, supervise, develop, evaluate, discipline, and make necessary recommendations for dismissal for all program personnel
* Review and evaluate all programs to assure positive outcomes and compliance to accreditation standards; as well as local, State and federal laws, rules, and regulations
* Make departmental budgetary decisions and remain within the established annual budget
* Research “best practices” and trends occurring in rehabilitation and community placement services and implement relevant practices as appropriate
* Survey and analyze consumer data to identify and resolve concerns and issues related to the areas of assigned responsibility
* Market rehabilitation and community placement programs to the public
* Develop and sustain cooperative relationships and partnerships with community partners
* Design and implement Outcomes Management Reporting which tracks the effectiveness, efficiency, accessibility, and satisfaction of each program. In addition, uses the analysis of the results to make adjustments which best address the needs of persons served through the programs
* Other duties as assigned by supervisor

**Mission Words:**

* Opportunity
* Empower
* Independent
* Educate (Advocate, Self-Advocacy, Training)
* Respect (Dignity)
* Innovate
* Community (Collaboration, Teamwork)

**Job Description Acceptance and Acknowledgment:**

* I have reviewed and understand the above position description and believe it to be accurate and complete.
* I agree management retains the right to change this position description at any time and will provide me with written revisions and addendum prior to the installation of the new policies or requirements.
* I will be provided a copy of the Staff Handbook if I am a new employee detailing other requirements and responsibilities, in addition to those stated in this document.
* I understand that it is my full responsibility for assuring that the functions of this position are carried out as required by management.
* I acknowledge that I will be evaluated on at least an annual basis with respect to overall performance.

Signature of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_