



## URBAN LEAGUE OF BROWARD COUNTY

### Job Vacancy Posting

**Position:** Division Manager of Community Justice  
**Department:** Program Impact  
**Supervisor:** Vice President  
**Revision Date:** Aug 2022

#### **Purpose of Position**

The **Division Manager of Community Justice** currently oversees three (3) grant funded programs primarily serving youth. Provides leadership to 2 direct reports with approximately 6 total staff. Through our community justice programs, our youth learn the value of social responsibility. We use a variety of methods including the restorative justice model to engage youth and community in critical conversations regarding our day-to-day interactions. In addition, we ensure that young people who are impacted by crime receive needed assistance.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Core duties and responsibilities include the following. Other duties may be assigned.

##### General Administrative

- Collaborates with your supervisor to create a strategic plan and implement approaches to achieve it.
- Maintains effective lines of communication, keeping supervisor fully informed of all issues and immediately with critical issues.
- Responsible for all administrative and management activities related to implementing programs in his/her respective portfolio.
- Maintains a working understanding and knowledge of all his/her program contracts and operational policies and procedures.
- Maintains a general understanding of all ULBC programs.
- Ability to balance the needs and expectations of multiple constituents.
- Knowledge and ability to work with financial information.
- Performs other duties as assigned.

##### People Management

- Hires, trains, and evaluates staff with Human Resources Department
- Provides management and leadership to direct reports and identifies opportunities for professional development.
- Establishes effective working relationships and lines of communication with program staff and management team.
- Completes annual and periodic performance reviews in a timely manner
- Regularly monitors staff programmatic performance and skill development.
- Assesses and resolves, as appropriate, operational and personnel issues within written policies and procedures.
- Identifies team development opportunities that increase productivity and effectiveness.

##### Performance Management

- Monitors and evaluates program components to ensure that contract compliance, program objectives and outcomes are achieved.
- Ensure successful program implementation and high quality program performance.

- Conducts regular, documented quality assurance processes and evaluates the accuracy of the program documentation
- Ensures client files are compliant and meet organizational and funder regulations, and guidelines.
- Assists and prepares for all external audits from funding sources.
- Ensures that all internal and external corrective actions are mitigated, and corresponding plans are implemented and maintained.
- Serves as the chief strategist to resolve challenges that arise in his/her respective area.
- Keeps current on all federal, state, and local laws, regulations, and guidelines regarding operation of programs and contracts in his/her area of expertise.
- Develops and utilizes systems designed to track program performance.
- Supervises and ensures the accuracy of all performance reports in a timely fashion.
- Identify ways to expand the organization's programmatic agenda which may include leveraging community resources, writing and/or assist with the writing of grants.

#### **Budget Management**

- Implements and monitors program budgets to ensure efficient use of resources
- Monitors financial utilization and output realization for each program contract.
- Tracks expenses and preliminarily approves spending in the programmatic area.
- Informs management if the program has deficiencies that require additional capacity to successfully implement the program.

#### **EDUCATION AND/OR EXPERIENCE:**

Master's Degree preferred (MSW, MPH; Bachelor's degree (B.A.) from four-year college or university in the related field of social work, education, public administration, or related human service area; and a minimum of three years related experience and two years of experience in administration and staff supervision and/or equivalent combination of training and experience.

#### **OTHER SKILL, ABILITIES, AND QUALIFICATIONS:**

- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Detailed knowledge and experience in case management and documentation.
- Willing to work some evenings and weekends for outreach events
- Proficient in time management to fulfill all tasks in a timely manner
- Outstanding organizational skills
- Must work effectively with persons of all ages and diverse backgrounds, skills and abilities.
- Must be able to operate a personal computer using Microsoft Office Suite.
- Ability to carry out responsibilities with flexibility to adapt to changing organizational needs.
- Ability to balance the needs and expectations of multiple constituents.
- Positive and team-oriented attitude.
- Knowledge and ability to work with financial information.
- A minimum of two years' experience managing contracts
- Experience working with disadvantaged populations
- Out of town travel required occasionally.
- Bilingual (English and Spanish or French or Creole) candidates preferred

**Other**

- Must have a valid Florida driver's license and reliable transportation.
- Must pass a Level 2 background and drug screening.

**Submit Cover Letter and Resume to:**

**email:** [hiring@ulbcfl.org](mailto:hiring@ulbcfl.org)

**THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**