



Vice President of Programs Position Description

For over 90 years, Easterseals Eastern Pennsylvania has played an active role in helping children and young adults with autism, developmental delays, and disabilities achieve their dreams and reach their full potential. Easterseals Eastern Pennsylvania is a financially strong and stable 501(c)3 non-profit on an upward growth trend with financial backing from reputable organizations such as the United Way. We offer an unmatched work environment that is team oriented, supportive and enriching where *every employee can trace their efforts directly to the organization's mission.*

Characteristics of the Job:

The Vice President of Programs, provides leadership that ensures the success of ESEPs service lines that include Early Intervention, Outpatient Therapy, Specialty Medical Clinics, Adult Community Supports, Vocational Services, and Recreational Programs. The role of this position is to lead the employees who direct the programs so that the team will achieve goals and key performance indicators for organizational growth.

The VP of Programs will develop strategies to ensure that Easterseals programs reflect industry best practices, meet the unique needs of consumers across the life span, and comply with applicable regulations and requirements. Within all services, he/she identifies and ensures alignment with best practice benchmarks: marketing/ positioning, service excellence/quality, operational efficiency, outcome measurement and financial performance. He/she is responsible for:

- bringing an entrepreneurial spirit and perspective to the leadership of ESEP's programs.
- building and maintaining a thriving team of connected and committed therapists, teachers and other professionals who possess the requisite skills to meet the needs identified in the communities we serve.
- the financial performance of services under his/her direction and manages to the annual budget and program goals.
- identifying new growth opportunities.
- Maintaining compliance with the terms of service delivery contracts, funder requirements, and applicable regulations.
- cultivating essential relationships throughout our territory in support of service delivery, partnerships, referrals and other functions associated with programs.
- ensuring that services are maximized to meet community needs, reflect industry best practices, are staffed by qualified individuals, and comply with agency, state, county, insurance, and funder regulations and requirements.
- providing leadership and supervising the directors and/or managers of assigned program areas (Early Intervention, Outpatient Services, Specialty Medical Clinics, Community Supports, Vocational Services, and Recreational Programs).
- representing the agency in the community and identifying opportunities to align Easterseals resources and needs with community resources and needs.

Reports to: CEO

Supervises: Director of Outpatient Services; Director of Early Childhood Programs; Director of Community Supports Programs; and Autism Diagnostic Clinic Program Manager.

Responsibilities:

- Develop, implement and supervise all programs to ensure: high quality, operational efficiency, cost effectiveness, responsiveness to consumers and alignment with the needs of the community.
- Ensure that programs meet or exceed all regulations, licensing requirements, certifications, and accreditations and are in full compliance with contract terms, funder requirements and regulations.
- Stay current with trends; competitor profiles; state and county perspectives; and key relationships.
- Support the Director of Early Childhood Programs with recruiting and retaining a team comprised of a sufficient number of qualified therapists and special instructors; and developing a portfolio that represents a wide range of specialized skills to enable ESEP to provide services broadly and throughout our region.
- Support the Director of Outpatient Services (therapy and clinics) with effectively recruiting and retaining a team comprised of a sufficient number of qualified therapists and other professionals; develop a portfolio that represents a wide range of specialized skills.
- Ensure that the work of all staff or staff equivalents complies with accepted standards of practice and government/funder regulations.
- Enhance the agency's financial position through growth in program engagement and utilization.
- Manage all programs to meet or exceed budget and annual goals.
- Maintain high level of knowledge about and leadership with Early Intervention funding sources, including all related contracts and applicable reimbursement.
- Maintain high level of knowledge about all other funding sources supporting programs.
- Manage the outcome process for all services.
- Develop and maintain positive relationships with current and potential funders and community partners throughout ESEP's region.
- Provide support to direct reports for the growth and enhancement of their specific program areas.
- Provide thoughtful insight as a member of the leadership team in future planning and strategic growth of the organization.
- Represent Easterseals within the community through participation and leadership on advisory councils, boards and/or committees within operational framework that supports opportunities for Early Intervention service line expansion, as well as quality improvement and innovation in all programs within purview of the position.
- Support Easterseals marketing and fundraising initiatives: ensure adherence to branding goals and marketing guidelines; and identify and communicate marketing/fundraising needs and opportunities. Provide direct support to initiatives as needed.

Specialized Skills/Abilities/Knowledge:

- Strong desire to make a difference in the lives of young children who have developmental delays and/or disabilities, and their families.
- Knowledge of PA funding for Early Intervention and other relevant funding streams related to programs currently or potentially offered by ESEP.
- Ability to think strategically, creatively address challenges, manage multiple priorities and work within tight deadlines with a high degree of accuracy.
- Ability to apply sound analytical skills to assess options, risks, opportunities, and to problem solve efficiently and effectively.
- Effective delegation skills; able to achieve work deliverables with input and effort by others to meet the objectives.
- Competence in public speaking and developing/maintaining collaborative relationships (internal to the organization, and externally).
- Ability to manage fiscal requirements of budget oversight, revenue production, and process controls.
- Strong leadership skills and ability to work cooperatively as part of a team.

- Work independently.
- Excellent communication and writing skills.
- Interact effectively and professionally with employees, independent contractors, families, program participants and others within and outside the organization.
- Possess strong customer service skills.
- Skilled using Excel, Word and other Office software; ability to learn others relevant to the work.
- Demonstrate creativity, exercise sound judgment, and think analytically.
- Be flexible in work assignments.
- Plan and manage the utilization of resources.
- Implement personnel policies and procedures.
- Travel, as required, including overnight trips and air travel.

Minimum Qualifications:

- BA, BS, or BSW (MA, MS, MSW preferred) in health care administration or related management field.
- Five or more years of supervisory experience.
- Valid driver's license and reliable transportation.
- Proven record of success in program development and growth.
- Competence in MS Office Suite, including Excel.
- Knowledge of disability services delivery and related funding sources and processes.
- A commitment to serving people living with disabilities, and to families raising children living with disabilities.

To apply, submit a letter of interest and a resume to Deanna Caricato, Human Resources Administrator, at dcaricato@esep.org. For more information, call 610-289-0114 x207.