

Director, Human Services

Location: Harold Washington College
Employee Type: Full Time Staff
Department: Human Services/CDA
Union Status: Local 1600
Hours: 37.50 hours per week: Varies
Salary: \$59,180 - \$80,262
Posted: Friday, December 02, 2011
Closing Date: Thursday, December 15, 2011

The City Colleges of Chicago (CCC) District 508, is the largest community college system in Illinois and one of the largest in the nation, with 5,800 faculty and staff serving 120,000 students at seven campuses and thirteen satellite sites city-wide. The City Colleges of Chicago is currently in the midst of a collaborative effort to review and revise CCC programs and practices to ensure students leave CCC college-ready, career-ready and prepared to pursue their life's goals.

CCC includes seven colleges: Richard J. Daley College, Kennedy-King College, Malcolm X College, Olive-Harvey College, Harry S Truman College, Harold Washington College and Wilbur Wright College. The system also oversees: the Washburne Culinary Institute, the French Pastry School, two restaurants, five Child Development Centers, the Center for Distance learning, the Workforce Institute, the public broadcast station WYCC-TV Channel 20 and radio station WKKC-FM 89.3FM.

Duties

This position provides overall planning, directing, and managing of the Human Services and Child Development Units including identifying, writing, negotiating, and budget control of child care and Head Start grants. In addition, this positions ensures that the college complies with all policies, regulations, training objectives, and reports required by any grant agency.

Grant Development

Researches grant and other proposal opportunities that the college may be eligible to participate in. Responds to them by writing and providing the necessary documents to comply with the Request for

Responds to them by writing and providing the necessary documents to comply with the Request for Proposals (RFPs). Typical providers include: Department of Human Services and Children's Services Division, as they relate to the education of Teachers, Teacher Assistants, Social Service Aides, and parents. Ensures that the contracts between the district and the grant providers are properly reviewed and submitted to proper destinations on a timely basis. Monitors adherence to licensing requirements and grant guidelines to ensure continued funding of grants.

Program Coordination, Monitoring, and Other Activities

Serves as the coordinator of activities between central office, the college, and the grant providers. Negotiates, manages, and directs funded grants including hiring, training, and supervising field advisors, instructors, and support staff. Monitors reports and documentation of expenditures. Monitors budgets and recommends revisions as necessary. Ensures that grant funds are spent properly, vendors are paid in a timely manner, and new employees are submitted to the Office of Human Resources. Coordinates all accounting procedures between central office, the college, and the funding agencies. Represents the District at various funding agency meetings to maintain positive, working relations; disseminates information to appropriate staff from funding agencies. Coordinates meetings which plan, coordinate, and improve this program.

Student Services Activities

Coordinates the registration and counseling of students in Child Development and Applied Science. Recruits students to the program. Advises them on program curriculum, its successful completion, and job placement forecasting. Conduct new student orientations. Make oral presentations on the program to students and/or the general public. Maintains student records including enrollment, retention, completion, and job placement activities.

Performs other duties as assigned.

All CCC employees are required to adhere to CCC Customer Service Excellence standards.

Qualifications

Master's Degree in Early Child Development or Child Development. 3 years experience working in a similar capacity is required. Experience in an academic setting is preferred. 5 years experience teaching Early Childhood development courses required.

Previous budget experience including development and monitoring required. Must be able to think logically, and paying attention to detail is extremely important. Above average verbal and written communication required. Ability to communicate semi-complicate information to varied audiences. Must conduct interactions in a polite and courteous manner. Previous experience developing and writing grant proposals required.

Proficiency with personal computers and various software programs including word processing, spreadsheet applications, and database management, and locally supported processes such as email and the financial management systems. Must be self-directed and able to prioritize work. Must be able to meet deadlines in a timely manner. In addition, must be able to participate and interact as a team play on many projects throughout the District. Must be able to work some varied hours including late afternoons, nights, and/or weekends.

How to Apply

For consideration, all interested candidates, including current CCC employees, must submit their resumes, a legible copy of your college transcripts, if a degree is required (Unofficial transcripts initially accepted, official transcripts must be provided at a later day), and letters of interest in MS Word or PDF format by electronic mail only to:

HR Administrator
hwjobs@ccc.edu

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer. Vacancies may be pending budget approval.