



## **ECONOMIC IMPROVEMENT COUNCIL, INC.**

**JOB TITLE:** Community Service Block Grant Director

**LOCATION:** Administration Office

**SUPERVISOR:** Executive Director

**WORKING HOURS:** Monday - Friday, 7:30 a.m. - 3:00 p.m. (Typically)

**Job Summary:** The Community Services Block Grant (CSBG) Director is responsible for the implementation, monitoring, and maintenance of the CSBG Program and all its activities. This role includes supervising staff, coordinating activities with other programs and organizations, publicizing the program, and ensuring compliance with program objectives.

### **Duties and Responsibilities:**

- Implement, monitor, and maintain the Community Services Block Grant Program.
- Supervise program staff, including assisting in their employment and orientation.
- Coordinate activities with other programs, projects, and organizations at local, state, and national levels.
- Publicize the CSBG Program through various channels, including the agency's website, local news media, community meetings, and EIC Resource Centers.
- Assist in conducting group counseling and training sessions for program participants.
- Monitor the CSBG Program daily, including making monthly on-site visits, performing random file reviews, interviewing clients, and conducting staff conferences.
- Assess program problems, progress, delays, and adverse conditions affecting project objectives and timelines.
- Coordinate AR4CA data collection, entry, and reporting processes.

- Submit reports to the Executive Director, Board of Directors, and State Office.

**Desirable Skills and Qualifications:**

- Sincere interest in the issues faced by the poor and disadvantaged, with a commitment to developing strategies to address these problems.
- Strong leadership qualities and a personable demeanor.
- Ability to analyze the feasibility of proposed new goals and objectives for the program and develop plans to meet these goals.
- Capability to analyze services and suggest enhancements to better serve program participants.
- Effective interaction skills with community officials.

**Education and Experience:**

- Bachelor's Degree in Social Work, Psychology, Vocational Rehabilitation, or a related field.
- At least two years of experience working in a social program.

Signature \_\_\_\_\_ Date \_\_\_\_\_