



## JOB ANNOUNCEMENT

<b>JOB TITLE</b>	<b>POSITION NUMBER</b>
Program Director	
<b>POSTING DATE</b>	<b>DEADLINE DATE</b>
October 6, 2020	Until filled
<b>POSITION LOCATION</b>	
Lookout Mountain Community Services	
<b>GENERAL NATURE OF JOB DUTIES</b>	
<p>Program Director will supervise, guide, and/or instruct work assignments of all Lookout Mountain Community Services Room, Board, and Watchful Oversight (RBWO) locations. Establishes and maintains operating procedures to remain in compliance with several state and local entities. This includes adhering to LMCS policies and procedures regarding the RBWO program and its operations. Director must be willing to travel to all LMCS RBWO locations to provide direct supervision to staff and be willing to develop new sites throughout the State of Georgia.</p>	
<b>MINIMUM QUALIFICATIONS</b>	
<p>Master's Degree from an accredited college or university in the area of Behavioral or Social Sciences, Social Work, or Education or Masters of Business or Public Administration or related field AND Two Years' of paid work experience in the field of social or human service delivery. The Director must also meet the qualifications of a case worker (Bachelors' Degree in a social services related field and four years' experience providing services in that field) in order to serve in that capacity temporarily. Flexibility of schedule is a must.</p> <p><b>Preferred Qualifications:</b> Three years' experience in a supervisory position, previous work in a social services and/or RBWO program.</p>	
<b>HOW TO APPLY</b>	
<p>Applicants should submit a <b>Lookout Mountain Community Services Application</b> to the following:</p> <p style="text-align: center;">           Lookout Mountain Community Services            ATTENTION: Human Resources Department            PO Box 1027            LaFayette, GA 30728            E-Mail: <a href="mailto:Jobs@LMCS.org">Jobs@LMCS.org</a>            Telephone: 706-638-5580 x 4114            FAX: 706-638-5445         </p> <p><i>Lookout Mountain Community Services Application can be found at <a href="http://www.lmcs.org">www.lmcs.org</a> or contact 706-638-5580 x 4114</i></p>	<p>Due to the volume of applications received we are unable to provide information on your application status over the phone. Applicants who are selected for an interview will be contacted to arrange for an interview. Applicants who have a disability, which require special accommodations should contact the Human Resources Department.</p> <p><i>Lookout Mountain Community Services Application</i> should be filled out carefully and completely with <b>the last ten years of work history</b> included. Attach documentation to support education/training/licensure certification. If your application is not complete you may forfeit the opportunity of an interview. Keep a copy of your application. Copying service is not available at LMCS.</p> <p style="text-align: center;"><b>APPLICANTS SHOULD NOT SUBMIT A RESUME IN LIEU OF A LOOKOUT MOUNTAIN COMMUNITY SERVICES APPLICATION.</b></p> <p style="text-align: center;"><i>In-House applicants will be considered prior to applicants being considered outside the agency.</i></p>

**THIS POSITION REQUIRES PRE-EMPLOYMENT DRUG TESTING  
AN EQUAL OPPORTUNITY EMPLOYER**