

**CATHOLIC SOCIAL SERVICES OF MONTGOMERY**  
**ARCHDIOCESE OF MOBILE**  
**St. Margaret's Services Program Supervisor**

**Major Objective:** Oversight for the planning and implementation of non-medical services by Staff and Volunteers for the elderly within a home/institutional setting.

**Position reports to:** Director

**Employment Category:** Full time; exempt

**Qualifications:** Preferred Bachelor's degree in Social Work, or in related social services field. Must possess excellent oral and written communication skills. Proficiency in Microsoft applications. Must have 1-3 years of program/staff management experience and working knowledge of government and community programs/benefits for the elderly. Candidate must be able to work with staff, volunteers, and outside individuals and groups in a manner that is reflective of the Christian philosophy of Catholic Social Services. Must have a valid Alabama Driver's license and use of personal insured vehicle. Candidate must successfully complete Archdiocesan Child Protection Training and background check.

**Responsibilities:**

- Responds to inquiries for non-medical services to the elderly and makes case assignment to individual case managers.
- Assists employees with review of client and home assessments and helps to determine service delivery based upon established levels of care.
- Maintains an active case load of clients in various levels of care.
- Develops relationships with local churches, synagogues, civic groups, family, government and private agencies to assist in meeting the needs of the elderly.
- Responsible for understanding and managing financial resources in a fiscally responsible manner.
- Responsible for approving and purchasing client supplies.
- Recommends and reviews maintenance of agency vehicle to insure client and staff safety.
- Marketing/educational presentations in the community to bring awareness to senior issues and program services.
- Compiles statistical program data monthly and submits report to the Director.
- Completes other duties as assigned by the Director.

Send resumes to: [director@cssalabama.org](mailto:director@cssalabama.org)

Or mail to: 4455 Narrow Lane Road, Montgomery, Al 36116