

## **ASSISTANT PROJECT DIRECTOR**

### **DEFINITION**

This position is responsible for assisting in the coordination and supervision of the Family Caregiver Support program. Such functions include administrative, personnel, training, and effective functioning of all operations. The Assistant Project Director reports to the Project Director of Family Caregiver Support program.

An employee in this position is responsible for overseeing services to the Family Caregiver. They are expected to exercise independent and sound judgment at meetings, conference and reports.

### **DUTIES (NOT ALL INCLUSIVE)**

The Assistant Project Director coordinates all activities that provide services to participants in Family Caregiver Support Program, making sure they function within the guidelines set forth in laws, policies and regulations, as established in the Department of Human Services (DHS).

Supervises staff in the performance of their duties; submits reports, correspondences and summaries to the Program Director. Prepares performance rating of employees under her.

Represents the department at meetings, seminars and conferences.

Assesses training needs and makes recommendations for programs, conferences and workshops to address them. Conducts some staff training and evaluates training and training programs.

Performs other related work as required.

### **FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION**

Knowledge of Family Caregiver needs and resources available to meet those needs.

Knowledge of principles, concepts, theories of Gerontology.

Knowledge of Federal and local laws, policies and procedures relative to units delivery of services.

Ability to identify, collect, evaluate and explain available resources.

Ability to exercise good judgment, make sound decisions and present ideas and information clearly and concisely, orally and in writing.

Ability to provide direction to staff to handle crisis intervention with caregivers.

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Ability to resolve conflicts that arise among personnel during the course of work and to take corrective action.

Ability to supervise and train employees.

Skill in the general use of a computer and willingness to learn.

**FACTOR 2 - SUPERVISORY CONTROLS**

The supervisor gives work assignments and defines them within broad lines. The employee uses independent, sound judgment in carrying out the work, sets priorities, objectives and deadlines to be met. The work is reviewed through consultations with supervisor. Work is reviewed in relation to local and Federal guidelines and procedures.

**FACTOR 3 - GUIDELINES**

Guidelines include departmental policy and procedural manuals, Virgin Islands Code directives and executives orders.

**FACTOR 4 - COMPLEXITY**

The complexity of the work involves developing plans, coordinating program activities and training. Complexity may vary depending on the situation presented by participants and staff.

**FACTOR 5 - SCOPE AND EFFECT**

The purpose of the work is to oversee the proper function and operation of the unit and quality of service provided to caregivers.

**FACTOR 6 - PERSONAL CONTACTS**

Contacts are with co-workers, caregivers and families, legislators, local officials, other professional and the public.

**FACTOR 7 - PURPOSE OF CONTACTS**

To resolve problems, disseminate information, make assessments, provide training and consult with contacts on pertinent matters.

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**FACTOR 8 - PHYSICAL DEMANDS**

Work is mostly sedentary. It is mentally and emotionally stressful.

**FACTOR 9 - WORK ENVIRONMENT**

Work is performed mostly in office setting and sometimes in the field.

**MINIMUM QUALIFICATIONS**

BA in business administration or related field and two (2) years experience in public assistance work, social services programs, rehabilitation services or other similar experience.

**OR**

AA degree in any of the above fields and four (4) years related experience in the above fields.

**DATE:** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_  
**DIRECTOR**