

SENIORS FIRST, INC. JOB POSTING VICE PRESIDENT OF PROGRAMS

Position Closes: August 28, 2026

Submit salary requirements with resume to:

E-Mail resumes@seniorsfirstinc.org

Job Summary: Provides oversight to client care programs of Seniors First. Directly responsible for the day-to-day operation of administrative and program services in areas of direct supervision. Establishes, implements, and manages the departmental operating systems and procedures to maintain the overall objectives of organizational service quality and effectiveness in areas of direct supervision. Bachelor's degree with at least 3 years' relevant experience in Social Work and or management preferred. DOEA701B Certificate. Strong supervisory skills with ability to give direction and delegate responsibility. A valid Florida driver license, a clean driving record, reliable transportation and proof of insurance. Understanding of the issues related to the elderly and/or disabled individuals. Strong knowledge of MS Office Suite, including but not limited to Word, Excel, and Outlook. Must be able to learn other software programs required by the department and/or agency.

Essential Functions: Maintains program results by analyzing program operations, establishing, and maintaining program planning, obtaining facts, analyzing, and identifying problems, designing solutions, and enforcing program standards. Monitors compliance with program contracts and statutory requirements and assures attainment of unit production targets. Monitors all State General Revenue vendors to ensure compliance with contract requirements. Treats clients, staff and others with dignity and respect. Assists Directors and Managers with Outcome Measure Logic Model and survey design and refinement. Must be completely familiar with all program eligibility requirements and assure that all services meet minimum requirements. Serves as liaison to the Aging and Disability Resource Center and manages the exchange of information related to waiting list management and service initiation. Demonstrates knowledge and competence in all aspects of case management. Develop and maintain department policy and procedure manuals and ensures that all related information is fully disseminated. Ensures that Directors, and/or Case Manager Supervisors are fully instructed on all facets of program requirements, including client assessments, eligibility, observation, common medical concerns, resource awareness and service costing. Reviews legal requirements, regulations, charting, and record keeping with Supervisors. Monitors the quality of case management results and the productivity of individual case managers and the department as a whole and take action to maintain required standards. Works with Case Managers, Supervisors, and other departments to resolve client or operational problems. Oversees revision and implementation of changes in policies, procedures, and protocols to meet all licensing and funding agency requirements. Serves as liaison with other community organizations and ensures effective coordination of services and exchange of relevant information. Provides standardized program orientation and training for all new staff and assures in-service training requirements are met for case managers and others under the umbrella of supervisory responsibility. Assumes responsibility for management and supervision of volunteers working for the department. Communicate with all levels of management throughout the Agency. Establishes and maintains open and positive working relationships with DOEA, DCF, SRA, SCC, United Way, City & County officials, clients, board members, team members and the community. Requires some evenings, weekends, and holidays for special projects and programs. Excellent organizational skills and a strong attention to detail. Ability to handle multiple projects with demonstrated time management skills. Demonstrated ability to work under pressure and meet deadlines. Ability to handle difficult and stressful situations and react in a calming manner. Ability to determine emergency situations and make sound decisions.

All applicants must be able to demonstrate ability to pass a pre-employment drug test, driving record check and Level 2 background screening (see <https://info.clearinghouse.com>)

VETERANS PREFERENCE

E-Verify/EOE/AA/Veteran/Disability

Qualified individuals with a disability have the right to request reasonable accommodation for our paper application process. If you are unable or limited in your ability to complete the application because of your disability, request reasonable accommodation by contacting Human Resources, 407.292.0177 informing us regarding the nature of your request and providing your contact information. **Please do not direct any other general employment related questions to this email and/or phone number.** Only inquiries concerning a request for reasonable accommodation will be responded to from this e-mail address and/or phone number.