



A healthy Christian home and family for every Haitian child.

Special Needs Outreach Program Manager **Position Description**

Position: Full-time, 40 hrs per week

Location: COTP campus, in Lagossette, Haiti (located near Cap-Haitien and Milot)

Position Summary: COTP serves at-risk families through a number of community programs, including our Nutrition Program, Prenatal Program, and School Sponsorship. COTP is also developing a Special Needs Outreach Program. The goals of our community-based programs are to help keep families together, and to provide opportunities for at-risk families to move towards sustainable health and wellness. The Special Needs Outreach Program will serve families of children with special needs, providing them with: access to therapy, support in planning how to provide care for the child's needs at home, education about understanding their child's special needs, and the support of other parents with shared experiences. The role of the Special Needs Outreach Program Manager will be to develop and oversee the Special Needs Outreach Program.

Position Duties and Responsibilities:

- Collaborates with Special Needs Strategic Planning team to further develop program plans for Special Needs Outreach Support.
- Participating in the recruitment, selection, orientation, and training of new program staff
- Management and Development of program staff, including:
 - Providing accountability for program staff through communication of their expectations, regular feedback, encouragement, evaluation, and disciplinary action when necessary
 - Identifying and pursuing opportunities for program staff development
 - Scheduling program staff
 - Enforcing organizational policies and procedures
- Responsible for the achievement of program objectives by:
 - Pursuing partnerships needed for program success
 - Preparing, directing, and managing completion of action plans for program implementation
 - Evaluation of program activities
 - Develops program systems and structures to provide clarity and support completion of program objectives.
- Financial oversight of program, including:
 - Preparing an annual budget
 - Planning schedule of program expenses
 - Regular review of expenses and initiating corrective actions when necessary.

Position Skills and Qualifications:

- Faith: Must clearly express their faith in Jesus Christ as their Savior, and also demonstrate a lifestyle of living out one's faith.
- Education: University degree (preferred bachelor's degree) in physical therapy, occupational therapy, or related field
- Experience: Preferred work experience in providing therapy for children with special needs
- Language: Fluent in written and spoken Creole; conversational fluency in English is preferred.
- Key skills and characteristics:
 - Strong interpersonal skills
 - Strong communication skills
 - Ability to provide excellent physical and/or occupational therapy for children; ability to train others in therapy techniques
 - Ability to develop client-centered goals and action plans
 - Ability to work with other organizations and bridge divides for the benefit of God's kingdom work.
- Demonstrates a level of perspective and maturity as a result of their previous life experiences.
- Complete and clear a criminal background check for working within a vulnerable sector.

