

#25-50 Program Supervisor ***HARP / HIRRH, Full Time, Hilo***

The Program Supervisor is responsible for coordinating and ensuring the day-to-day program operations are met which includes but not limited to timely responding to client and stakeholder inquiries, defusing complaints, preparing reports and billing, collecting statistical data and conducting trend analysis, promoting public awareness and advocacy of program. The Program Supervisor must demonstrate an active commitment to Catholic Charities Mission and strive to incorporate the four Core Values in all aspects of daily work.

EDUCATIONAL & WORK REQUIREMENTS: Must have a Bachelor's degree in Social Work or related field with a minimum of three (3) years related work experience to include one (1) year supervisory work including experience working with targeted clients.

EMPLOYMENT CLEARANCE REQUIREMENTS: TB Clearance, HI State Criminal Check, Driver's License, Access to Vehicle with Current Valid Registration, Safety Check, and No-Fault Insurance, Education Verification

COMPENSATION: \$59,990.99 - \$68,653.52

DEADLINE TO APPLY: May 31, 2025

Catholic Charities is an Equal Employment Opportunity Employer
For more information about this and other positions, check out our website at
<https://www.catholiccharitieshawaii.org/careers/>