

FAMILIES FORWARD

DIGNITY • EMPOWERMENT • HOPE

Job Title: Director of Programs

Reports to: CEO

Education Requirement: Bachelor's Degree; Masters Preferred

Experience Required: Minimum of 5 years in program administration

Position is Exempt, Full Time

Job Summary:

The Director of Programs is responsible for the planning, management, implementation, coordination and evaluation of Families Forward's Programs which include Housing, Prevention and Diversion, Career Services, and Community Resources. The Director will supervise program staff as well as direct the on-going operations of housing programs and associated programs that support the needs of low income and families in crisis. Additionally, this position will interface with the Family Solutions Collaborative on behalf of Families Forward and as the Financial Backbone for the collaborative. The Director will evaluate and report program operations and outcomes to management and Board of Directors.

Supervision/Evaluations: Housing Program Manager, Intake and Supportive Services Manager, Housing Services Manager

Essential Job Duties:

Program Management and Administration (50% of time spent)

- Manage the daily operations of Families Forward's Housing, Prevention and Diversion, Career Services, Counseling and Community Resources Programs and staff.
- Continually evaluate and advise on the effectiveness of the programs
- Monitor caseloads in line with overall agency goals
- Manage program changes when necessary to ensure on-going quality and integrity of housing/community programs.
- Supervise and facilitate with mid-managers case management meetings.
- Provide case consultation as needed with program staff.
- Keep current with industry trends and the operations of the OC CoC, United Way, CFC, NAEH, HUD, CDBG grantors and others associated with homeless services in Orange County and represent Families Forward's interests at meetings and other venues.

Staff Development and Supervision (25% of time spent)

- Provide leadership, trainings, and guidance to managers and program staff to help them effectively work with clients and carry out their professional responsibilities.

Budget and Finance Management (10% of time spent)

- Assist with the development of budgets for Program department.
- Monitor financial transactions related to the housing and community programs.

Data and Grant Management (10% of time spent)

- Assist Grants Compliance Manager with preparing applications and reports.
- Maintain data quality and integrity for all housing and community resource programs.
- Evaluate and report program operations and outcomes to management, BOD, and others as indicated.
- Produce reports, reviews, and data analyses, as requested by grantors and the Executive Director.

Board Relations

- Work with Board Program Chairperson to plan monthly Program Committee meetings and regular reports to the Board of Directors.

Additional Qualifications:

- Maintain valid California Driver's License and state mandated vehicle insurance

Please send cover letter and resume to Elizabeth Childs, Director of HR, at echilds@families-forward.org

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.