

HOUSING IS OUR STARTING POINT

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JOB DESCRIPTION

Director of Single Adult Programs

Job Title: Director of Single Adult Programs

Department: Single Adult Programs

Reports To: Executive Director

Status: Exempt

Salary Range: \$85-95,000

This job description provides a general guideline to the most common duties, responsibilities, and minimum requirements for this position. It is not all-inclusive and the actual position may vary as circumstances indicate or as determined by the organization. Working hours are primarily a day shift position but may require varied hours, including evenings and weekends, as need dictates.

SUMMARY OF POSITION:

The Director of Single Adult Programs is a new senior level position responsible for the development, growth, oversight, and enhancement of Everyone Home DC's Single Adult Programs at our Day Center, Shirley's Place, and our Community Street Outreach Team. The Director of Single Adult Programs will be responsible for building a cohesive single adult programs team to provide a suite of services to individuals experiencing, or at risk of experiencing homelessness. The Director of Single Adult Programs is an innovative leader with a passion for ending homelessness and extensive experience in nonprofit program development, management, and administration; and a strong commitment to a healthy and happy work culture. The Director of Single Adult Programs is responsible for the onboarding, supervision, and evaluation of Everyone Home DC's Single Adult Programs staff, currently a team of approximately four people, and is a key decision maker regarding program expansion in the single adult space. The Director of Single Adult Programs will help shape the direction of the organization as a senior staff member and is responsible for the implementation of the current strategic plan with the other senior level staff and Board of Directors to ensure programs further the goals and core mission of Everyone Home DC.

Principal Duties:

Leadership and Program Development:

- Oversees the operations of Everyone Home DC's Single Adult Programs, currently composed of Shirley's Place Day Center and our Community Street Outreach Team.
- Sets and implements vision for the organization's Single Adult Programs.
- Researches and makes recommendations for alignment and growth of the Single Adult Program Division as guided by the organization's strategic plan.
- Develops and drives goals for the Single Adult Program Division.
- Serves as the chief liaison with partner agencies that assist Everyone Home DC in providing programming to single adults experiencing homelessness.
- Attends citywide meetings including relevant Interagency Council on Homelessness meetings including the Single Adult System Workgroup, Emergency Response and Shelter Operations Committee, and Street Outreach Workgroup.

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- Fosters a supportive working environment for all staff and program participants.
- Serves as an enthusiastic member of the Everyone Home DC Leadership Team.
- Is a passionate external voice on the issue of homelessness and Everyone Home DC's vision for the future.
- Supports Everyone Home DC's mission and values and actively strives to make Everyone Home DC an equitable and anti-racist organization..

Management/Administration:

- Provides clinical support and direct supervision to single adult program management staff to ensure program quality and delivery of trauma informed, anti-racist, and person-centered services to all Everyone Home DC program participants.
- Leads processes for recruitment, hiring, training, supervision, and evaluation of department staff.
- Leads and grows organization's single adult program team of four people.
- Conducts annual performance evaluations for direct reports and oversees evaluations of team members under the supervision of program managers.
- Manages budget for Single Adult Program Division.
- Compiles data and prepares reports to be shared with internal and external stakeholders, including staff, the Executive Director, Board members, staff, and funders.

Secondary Duties:

- Attend program and all-staff meetings as well as Everyone Home DC events.
- Participate in fundraising, grants management, and donor stewardship activities.
- Participate in and attend on-going training and professional development opportunities.
- Work on special projects and committees as needed.
- Other relevant duties as assigned.

POSITION SPECIFICATIONS:

Essential Training/Certifications:

- Bachelor's degree required; Master's degree in social work (MSW) with a graduate level licensure preferred.
- Minimum of 3-5 years nonprofit leadership experience.
- Minimum of 3-5 years experience leading a staff or team.
- Minimum of 3-5 years of experience working with people experiencing homelessness or poverty.

Essential Use of the Following Tools:

- Strong Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint) and Google Suite/Drive.
- Proficiency with standard office equipment: phone system, copier/printer, fax, scanner.
- Knowledge and previous experience with client data management tools.

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Skills and Knowledge:

- Advanced knowledge of best practices in ending homelessness, housing first principles, housing focused programming, harm reduction strategies, trauma informed care, and motivational interviewing.
- Advanced knowledge of the DC Homeless Services System.
- Displays a strong understanding of systemic racism as a root cause homelessness.
- Commitment to building their racial equity competencies and centering their role in an analysis and understanding of how race and power shape systems in our society and culture.
- Commitment to continuous learning, reflecting, and growing.
- Knowledge of and experience working with people with mental health disorders.
- Managerial experience in leading a strong team and setting a positive work environment.
- Knowledge and experience with the management of city contracts.
- Broad fundamental Administrative and Operations knowledge.
- Ability to learn computer software programs, and enter and maintain accurate data/information in appropriate platforms.
- Excellent organizational skills and proven ability to self manage and lead (able to work independently, flexibly, collaboratively, and productively in a fast-paced environment, and the ability to manage a multi-faceted workload with strong problem solving and time-management skills).
- Strong interpersonal skills.
- Strong ability to communicate clearly and effectively (verbally and in writing) with a wide range of staff, donors, vendors, and other stakeholders.

Essential Competencies and Behaviors:

- Is passionate about ending homelessness and approaches the work through a social justice lens.
- Displays good judgment.
- Capacity to build relationships with clients, colleagues, and community members.
- Ability to succeed in a fast-paced work environment.
- Ability to manage multiple projects with minimal supervision, while working in a team-oriented environment.
- Understands the importance of the position for the success of the organization.
- Is an innovative, creative thinker.
- Is on time with minimum unplanned absences.
- Commitment to workers' rights, economic justice, and race equity, particularly to the issues of the organization's identified community.
- Demonstrated respect for diversity based on race, class, ethnicity, religion, gender, sexual orientation, and gender presentation, and ability to work with a highly diverse group of clients and colleagues.
- Able to handle physically demanding work including lifting and carrying up to 25 lbs.
- Documentation of COVID-19 vaccination, including recommended booster doses..
- A valid driver's license and an insured motor vehicle are required for this position.

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Benefits

Everyone Home DC's standard benefits for full-time staff include: excellent employer-paid single coverage health insurance; dental and vision insurance; 401k retirement plan; employer-paid single coverage life insurance; short term disability; worker's compensation; family medical leave; bereavement leave; jury duty leave; Metro SmartBenefits; annual funds for professional development training; 13 paid holidays; and generous paid time off.

Location

This position requires in-person work at our Day Center, Shirley's Place, located at 1338 G Street SE. Some duties may be completed remotely.

Everyone Home DC values diversity in our workplace and encourages Black, Indigenous, People of Color, members of the LGBTQIA2S+ community and people with disabilities to apply.

To Apply: Please send your resume and cover letter to hr@everyonehomedc.org with SINGLE ADULT PROGRAM DIRECTOR in the subject line.