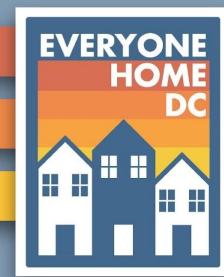


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JOB DESCRIPTION
Director of Family Programs

Job Title: Director of Family Programs (DFP)

Department: Family Programs

Reports To: Executive Director

Status: Exempt

Salary Range: \$85-95,000

SUMMARY OF POSITION:

The Director of Family Programs (DFP) is a senior level position responsible for the oversight and enhancement of Everyone Home DC's Family Programs including Family Homelessness Prevention, a very small ADA Accessible Family Shelter Program, Family Rapid Rehousing, and Permanent Supportive Housing. The DFP is a seasoned and innovative leader with extensive experience in nonprofit program development, management, and administration, and has a sincere and demonstrated commitment to nurturing a healthy, happy, and equitable work culture. The DFP is responsible for the onboarding, oversight, supervision, and evaluation of the managers leading our Family Programs and is a key decision maker regarding future family programming enhancements or expansion. The Director of Family Programs will help shape the direction of the organization as a member of the leadership team and is responsible for the implementation of the current strategic plan with the other senior level staff and Board of Directors to further the goals and core mission of Everyone Home DC.

PRINCIPLE DUTIES:

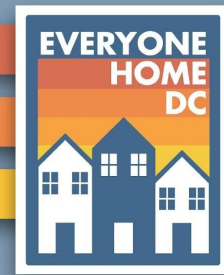
Leadership and Program Development

- Oversees the operation of Everyone Home DC's Family Programs, currently composed of a Family Homelessness Prevention Program, Family Rapid Rehousing Program, Shelter Plus Care (permanent supportive housing) Program, and a four-unit ADA Accessible Family Shelter Program.
- Develops and drives goals for the Family Programs Division consistent with the strategic plan and supports and motivates program staff in the achievement of those goals.
- Builds and nurtures strong relationships with other organizations that assist Everyone Home DC families in meeting their goals and develops and manages partnerships and collaborations to enhance the support we are able to provide through our family programs.
- Represents Everyone Home DC at citywide meetings including relevant Interagency Council on Homelessness meetings and work groups, and facilitates the participation of other team members and clients as appropriate.
- Participates in professional development opportunities and stays abreast of demographic changes in the population of families experiencing homelessness, drivers of family homelessness, and best practices in services to families experiencing homelessness, and utilizes new information to improve Everyone Home DC's programming.
- Fosters a supportive working environment for all staff and program participants and collegial relationships with all stakeholders, including funders and partners.

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- Serves as an enthusiastic member of the Everyone Home DC Leadership Team and provides coaching and mentorship to other team members.
- Is a passionate external voice on the issue of homelessness and Everyone Home DC's vision for the future and participates in Everyone Home DC's advocacy efforts directly or by providing support to other staff.
- Supports Everyone Home DC's mission and values and actively strives to make Everyone Home DC an equitable and anti-racist organization.

Management and Administration

- Provides support and supervision to program staff to ensure program quality and delivery of trauma informed, anti-racist, and person-centered services to all Everyone Home DC family programs participants.
- Ensures compliance with contract and grant requirements and works with senior leadership team and program staff to implement quality assurance activities and measure program outcomes and impact.
- Ensures timely and accurate data entry and documentation in the Homeless Management Information System (HMIS) and any other case management system or client files maintained by the program staff.
- Provides supervision to family program managers including holding regular supervision meetings and designs meeting structures for the family services division of Everyone Home DC.
- Conducts annual performance evaluations for direct reports.
- Supports program managers in the hiring, training, supervision, and evaluation of department staff.
- Works with senior leadership to develop and manage the Family Programs Division and individual program budgets.
- Performs administrative duties as required, including internal and external program, impact, and financial reports.

SECONDARY DUTIES

- Attends program meetings and all-staff meetings, and serves on Everyone Home DC committees.
- Participates in fundraising, grants management, and donor stewardship activities as needed.
- Works on special projects as needed.
- Other relevant duties as assigned.

POSITION SPECIFICATIONS

Essential Training/Certifications

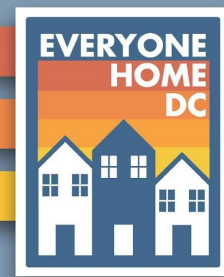
- Bachelor's degree required. A Master's Degree in Social Work with a graduate level license preferred.
- Minimum 6 years professional supervisory and/or managerial experience in the human services field.
- Minimum of 4 years professional homeless services experience.
- Minimum of 3-5 years of senior nonprofit leadership experience.
- Crisis management experience is a plus.

Essential Use of the Following Tools

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- 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.

Skills and Knowledge

- Professional knowledge of the theories, principles, techniques, and practices of social service delivery systems.
- 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 strongly preferred.
- Displays a solid understanding of systemic racism as a root cause homelessness.
- Knowledge of and experience working with people with mental health disorders.
- Experience managing and ensuring compliance with large contracts and grants. Experience with DC human services grants and contracts is a plus.
- Strong case management skills with a proven track record of success.
- Managerial experience in leading a high-performing team and setting a positive work environment.
- Has high professional and ethical standards for handling confidential or sensitive information, and knowledge of nonprofit best practices.
- 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 and ability to build relationships and communicate clearly and effectively (verbally and in writing) with a wide range of clients, staff, donors, vendors, and other stakeholders.

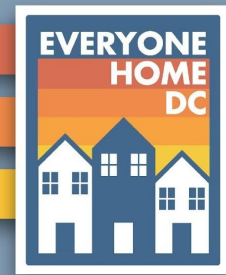
Essential Competencies and Behaviors

- Is passionate about ending homelessness and approaches the work through a social justice lens.
- Displays good judgment and personal and professional integrity.
- Understands the importance of the position for the success of the organization and how others' success is integral to their own and to that of the organization as a whole.
- Ability to accept change and be flexible.
- Is an innovative, creative thinker and problem-solver..
- Has empathy and respect for people experiencing homelessness, poverty, mental illness, addiction, intimate partner violence, and trauma.
- Commitment to workers' rights, economic justice, and race equity, and in particular, 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.
- 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.

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- Commitment to continuous learning, reflecting, and growing.
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- Is on time with a minimum of unplanned absences.

BENEFITS

Everyone Home DC's standard benefits for full-time staff include: platinum level employer-paid single coverage health insurance; dental and vision insurance; 401k retirement plan; employer-paid single coverage life insurance; worker's compensation; family medical leave; parental school-related leave; bereavement leave; jury duty leave; Metro SmartBenefits; annual funds for professional development training; 13 paid holidays; and generous paid time off, including office closure between December 25th and January 2nd..

LOCATION

This position requires a hybrid of virtual work, in-person work at our headquarters, located at 415 Second Street NE, and some work in the field.

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 jobs@everyonehomedc.org with DIRECTOR OF FAMILY PROGRAMS in the subject line.