



POSITION: Director of Programs
Status: Exempt
Reports to: Chief Executive Officer
Hours: Monday-Friday 8:30 a.m. to 5:00 p.m.; May require some evenings and/or weekend work.
Salary: \$65,000 annual salary plus benefits

At-Will Employment

You are free to terminate your employment with Women's Center-Youth & Family Services (WCYFS) at any time, with or without a reason, and WCYFS has the right to terminate your employment or the employment of others at any time, with or without a reason. Although WCYFS may choose to terminate employment for cause, cause is not required. This is called "at-will" employment.

Most employees at WCYFS are funded by a variety of grants, governmental programs and endowment sources. Continued employment is contingent upon continued receipt of those funds.

Description: The Director of Programs is responsible for the development, coordination, supervision and the operations of two domestic violence shelters, two runaway & homeless youth shelters as well as the Youth Services Department/Clinical Services. The Director of Programs provides direct supervision of the Shelter Program Managers, Transitional Aged Youth Program Manager, Manager of Clinical Services, and provides program representation at high level stakeholder meetings. Provides advocacy, outreach and education to the community regarding comprehensive services designed to meet the needs of runaway and homeless youth as well as victims of domestic violence, human trafficking and sexual assault.

Job Qualifications:

- Four year degree and 4 years of directly related experience
- Completion of State certified training for domestic violence and sexual assault within one year of hire (individuals already certified preferred). One year of counseling, with at least six months in domestic violence or sexual assault
- 5 years of management/leadership experience and grants or contracts experience
- Ability to work effectively with people from diverse backgrounds and cultures
- Ability to provide crisis intervention and advocacy for clients
- Knowledge of group dynamics

- Computer skills required
- Good supervisory skills and ability to motivate staff and volunteers
- Ability to communicate ideas clearly and persuasively
- Excellent communication skills, both written and oral
- Sensitivity to issues concerning women, i.e., self-esteem, assertiveness, empowerment, violence prevention, and victims rights
- Awareness of and sensitivity to the cultures represented in San Joaquin County
- Ability to lift supplies up to 25 lbs. to waist height
- Reliable transportation, valid California Driver's License, and proof of insurance
- Must be able to ascend and descend up to three flights of stairs throughout the course of a normal workday
- Fingerprint clearance required

Essential Functions:

- Develop, coordinate and supervise comprehensive shelter programs including two domestic violence shelters and two shelters for runaway and homeless youth. Provide oversight to additional programs including Clinical and Transitional Aged Youth Programs.
- Must be willing to be on call for coverage of agency's 24/7 services and programming.
- Work with Managers to develop goals, objectives and activities for the shelter and youth services/clinical programs and assure that these are achieved.
- Provide oversight, supervision and staff development to Managers that increase skills, build team relationships and enhance professional and personal growth.
- Responsible for being knowledgeable of and for enacting all personnel and other agency policies.
- Ensure that accurate documentation is recorded and compiled regarding service levels and client characteristics.
- In conjunction with the key team members, complete monthly and quarterly reports regarding the services provided by the shelter and youth services/clinical programs.
- Monitor and leverage financial resources and programmatic budgets.
- Monitor legislation and advocate for the rights and needs of youth and victim services.
- Represent WCYFS in speaking presentations throughout the community.
- Assist in planning and coordinating volunteer training programs.
- Chair Committee meetings as appropriate.
- Attend 1:1 meetings with the CEO.
- Must have an attitude of friendliness and be able to communicate with all levels within WCYFS.
- Must be reliable and consistent with attendance and punctuality to work.
- Maintain contact with other agencies and maintain strong partnerships
- Provide crisis-intervention to clients as needed
- Conduct annual appraisals of direct reports
- Attend monthly Board Meetings
- Keep supervisor informed, on a regular basis, of program activities and concerns

- Ability to maintain good working relations with co-workers, supervisors and the community at large
- Fulfill duties as assigned to ensure the smooth operation of WCYFS
- Other duties as assigned

WCYFS hires and promotes employees regardless of race, color, religion, ancestry, national origin or ancestry, age, gender, sexual orientation, marital status, medical condition or physical handicap or any other characteristic protected by applicable federal, state or local law. WCYFS is an equal opportunity employer. WCYFS strives to be culturally competent, responding respectfully and effectively to people of all cultures, classes, races, ethnic backgrounds and religions in a manner that recognizes, affirms and values the cultural differences and similarities and the worth of individuals, families, and communities and protects and preserves the dignity of each person.

Employee: _____ Date: _____

Supervisor: _____ Date: _____