

Job Announcement

Title: Program Director – New Beginnings Center (NBC)

Salary Hiring Range: \$85,000-95,000

Reports to: Executive Director and
Director of Supportive Services

Unit: Residential Services – Shelter

Regular Full Time: 40 hours per week

Grade: n/a

Exempt (E)

Start Date: ASAP

Come join our team!! We help unsheltered individuals in Marin County transform their lives through housing, training, and support services.

We are a fully vaccinated workforce. We require applicants to be fully vaccinated against the Covid-19 virus.

Principal Responsibility:

Reporting to the *Executive Director and Director of Supportive Services* and working in close collaboration with the *Leadership Team*, the *Program Director of New Beginnings Center (NBC)* at *Homeward Bound of Marin (HB)* provides overall management and supervision to the NBC Program, including supervision of staff, developing and managing the budget, developing and implementing policies and procedures, participating in obtaining funding and grants, and coordinating and integrating program with others in the organization.

Major Duties:

Program Administration and Management

- Provide a safe environment for residents, staff, visitors, and volunteers.
- Promote agency and program mission through active leadership with staff, volunteers, and community partners.
- In partnership with site supervisor, develop and lead all aspects of single adult services at Hamilton facility.
- Ensure services are delivered through the principals of Harm Reduction and Housing First.
- Coordinate transfer of residents from Kerner to NBC with Kerner staff and community partners.
- Participate in the coordination of services with Kerner, Fourth Street Center, Voyager/Carmel, Next Key, and other HB permanent supportive housing programs.
- Coordinate with Executive chef and kitchen staff for meals and dishwashing chores for NBC residents.
- Facilitate regular staff and resident house meetings.
- Oversee housing focused case management for all residents, including regular review of resident files, monitoring savings, contributions, resources, and referrals.
- Provide regular and supportive supervision for all NBC staff.
- Oversee volunteer training and ongoing supervision.
- Assist in preparation of and compliance with annual program budget.
- Oversee data collection for program evaluation and billing purposes in both HMIS and Wizard systems.
- Oversee implementation and enrollment of Whole Person Care (WPC), train staff on WPC services and Wizard program.
- Monitor petty cash as well as all money kept in NBC safe with Finance Department.

- Coordinate with employment and training specialists to provide opportunities for NBC residents.
- Facilitate ongoing program development, implementation, and evaluation in conjunction with HB Leadership Team.
- Maintain an effective working relationship with representatives and staff from the Veterans Administration to keep VA beds filled and records up to date.
- Maintain good public relations with local hospitals, fire department, and police department.
- Facilitate all program-related grievances.
- Report program incidents to human resources and supervisor; meet with supervisor regularly.
- Facilitate ongoing program development, implementation, and evaluation in conjunction with HB Leadership Team and Board Program Effectiveness Committee.
- Serve on HB Management Team.

Facility Management

- Oversee ongoing maintenance of NBC including daily chores, painting, landscaping, and repairs in conjunction with Maintenance staff.
- Coordinate and document repairs with HB maintenance staff and with appropriate contractors.
- Oversee ordering of supplies and equipment for NBC.
- Identify and report all major facility problems to supervisor.
- Follow all use permit requirements as designated in property lease.

Staff Supervision

- Recruit, hire, train, and supervise all NBC staff and volunteers in conjunction with Director of Support Services.
- Evaluate new staff within first three months of work; conduct regular job performance evaluations for all NBC staff
- Meet regularly with Kerner program to coordinate services and transition residents and resident files.
- Consult with supervisor in reference to staff evaluations, commendations, and disciplinary actions, verbal or written.
- Create opportunities for enhancing a team approach to the evolving needs of residents and program.
- Create opportunities to incorporate volunteers and residents in enhancing service delivery.
- Identify training and retreat needs of staff; participate in developing staff trainings with supervisors.
- Oversee and ensure regular staff communications, e.g. shift changes and staff meetings.
- Problem solves all issues that arise at NBC.

Community Education / Public Relations

- Coordinate with administration on media coverage, events, and tours of NBC.
- Represent homeless issues to community groups and neighbors.
- Collaborate and network with appropriate service providers.
- Promote good public relations and problem solving.

Minimum Qualifications/Requirements:

Education or Training Equivalent to:

- Education (BA, MS, MSW) or comparable experience in psych/ social work.
- Advanced degree preferred.

Minimum Years of Additional Related Experience:

- 2-3 years supervising staff.
- 2-3 years managing residential programs.

Written & Verbal Communication Skills:

Ability to read, analyze, and interpret common governmental, financial, and legal documents and reports or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Physical Requirements:

- Ability to sit, and use a computer mouse, keyboard, and monitor, for extended periods of time (4 – 6 hours per day).
- Ability to stoop, crouch, kneel, and/or crawl on occasion.
- Ability to lift and/or move objects weighing up to 40 pounds.

Special Qualifications & Qualities (skills, abilities, licenses):

- Commitment to Justice, Equity, Diversity and Inclusion and incorporation of these principals in all areas of work.
- Desire and commitment to work to end homelessness with individuals and within communities.
- Ability to communicate clearly and problem solve with staff, residents, and community partners.
- Strong ability to grasp the whole picture.
- Passion and desire to work with a dynamic organization and team.
- Proficient in using Microsoft Office applications, information management systems, and databases to enter and track client demographics, goals, and outcomes.
- Self-starter who takes appropriate initiative, has excellent time management and organizational skills, is creative, has a sense of humor, and the ability to learn from mistakes.
- Dynamic, resourceful, flexible, kind, compassionate, understanding, and accountable.
- High level of awareness, sensitivity, and comfort working in a culturally and ethnically diverse work environment.

To Apply

If you believe this position is right for you, please email your resume, cover letter, and a short sample of your professional writing to careers@hbofm.org, and include "Director - NBC" in the subject line.

Equal Opportunity

At Homeward Bound we are committed to embracing diversity. All decisions regarding recruitment, hiring, promotion, assignment, training, termination, and other terms and conditions of employment will be made without regard to race, color, gender, religion, national origin, creed, ancestry, gender, sexual orientation, gender identity or expression, age disability, veteran status, political ideology, or any legally protected class. It has always been and continues to be Homeward Bound's policy that employees should be able to enjoy a work environment free from all forms of harassment and discrimination. We encourage applicants of diverse backgrounds to apply for any open position for which they feel qualified.

Background Check(s)

Homeward Bound is committed to providing safe and productive working, learning, and living environments for our staff and clients. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search, and motor vehicle history.