



New Beginnings empowers survivors and mobilizes community awareness and action to end domestic violence.

Job Description

HOME SAFE PROGRAM DIRECTOR

- RESPONSIBILITIES:** This management position oversees New Beginnings' Home Safe Program which provides bridge housing, as well as rapid re-housing services to survivors and their children fleeing domestic violence. Serves on the agency management team.
- REPORTS TO:** Deputy Director
- HOURS:** Onsite position, 36 hours/week, with the option to work 4 days per week with occasional off-hours calls regarding program participants.
- COMPENSATION:** \$44.75-\$46.78 with medical, dental and vision benefits; life insurance; employee- and employer-contributed 403b's; paid time off and educational leave.

RESPONSIBILITIES:

Program Quality and Innovation

Ensures that high quality, confidential, culturally responsive, accessible and effective services are provided to survivors and their family. Maintains program strategies that reflect and contribute to agency efforts to promote equity and social justice. Identifies innovative program development opportunities and strategies to ensure ongoing program quality improvement. Ensures that Home Safe adheres to the principles of Domestic Violence Housing First housing model.

Staff Supervision

Provides regular and on-going individual trauma-informed supervision for the Home Safe Assistant Director, Youth and Family Advocates, Housing Advocates and Assistant Director of Technology and Facilities – currently a team of five. Fosters a collaborative, equitable, trauma-informed approach to supportive and housing services, and staff wellbeing, by providing support, consultation, and direction for staff and volunteers. Ensures adherence to organizational policies, procedures, and WAC training requirements. Assists staff in identifying professional development goals and objectives; monitors and evaluates job performance in collaboration with the Director of Operations and Human Resources.

Contract Compliance

Maintains program operations and achieves performance commitments in accordance with contract requirements. Collaborates with New Beginnings' Data Specialist to ensure the accuracy and integrity of the agency database, information collection systems and services record keeping. Works with the Grants and Compliance Manager and Data Specialist to ensure that the compilation of agency outcomes and reporting is accurate, timely and complies with contractual obligations. Provides narratives for on-going contract reports, including Annual Progress Reports. Communicates directly with government contract managers to share program experiences and insights, clarify contracts and address challenges.

Program Management

Ensures adequate coverage for the direct service functions of the program. Supports the Executive Director's preparation of the annual budget by anticipating program expense needs, and monitors adherence to the

program budget on a regular basis throughout the year. Assures that other necessary program administrative tasks are completed and approves expense requisitions and reimbursements.

Organizational Strategic Plan

Provides leadership, oversight and where appropriate, collaboration with other programs to ensure successful implementation of the Home Safe Program aspects of New Beginnings' strategic plan. Collaborates with the Program and Deputy Directors to develop and implement an appropriate program evaluation system so that the agency can continually build knowledge and improve services.

Organizational Management

Actively participates in New Beginnings' Program Management Team, collaborating with other managers and directors to ensure program health, quality services, and ongoing innovation.

Direct Service to Program Participants

Provides crisis intervention and advocacy to program participants as needed.

Community Networking

Interacts with community partners to strengthen and build relationships and promote New Beginnings' services. Active participant in the Domestic Violence Coordinated Housing Access Point (DV CHAP) group and Rapid Rehousing (RRH) networking group. Attends community meetings and/or participates in community planning processes as relevant to the program, or as assigned by the Deputy or Executive Directors.

Resource Development

Remains alert to new funding opportunities, communicating about them to relevant development staff. Participates in New Beginnings' development events and activities as appropriate, serving as an agency ambassador to donors and other supporters. Provides program stories, data, research and related materials needed to pursue funding opportunities.

QUALIFICATIONS:

- Bachelor's degree in social work or related field. Commensurate work experience will be accepted.
- At least two years of experience providing leadership and management for a nonprofit housing program.
- At least two years of experience providing high quality supervision to direct service staff.
- At least two years' experience providing advocacy services to survivors of domestic violence.
- Demonstrated understanding of advocacy, domestic violence, homelessness and related issues, and their impact on adults, adolescents and children.
- Demonstrated project management and program development experience.
- Demonstrated ability to assume leadership and constructively participate on a management team.
- Ability to motivate and inspire colleagues and engage them in a proactive and positive manner.
- Excellent interpersonal skills, with an ability to work effectively with diverse individuals, groups and communities.
- Ability to communicate and be understood by others.
- Strong organizational skills, ability to meet deadlines and attention to detail.
- Ability to problem solve concerns and challenges.
- Strong conflict management and negotiation skills.
- Ability to represent New Beginnings in a professional manner to donors and the broader public.
- Ability to build effective collaborations with current and potential community partners.
- Ability to use supervision constructively for support and growth.
- Proficient with data collection and outcomes reporting.
- Proficient with Microsoft Office applications.
- Own or have access to reliable transportation, including a valid Washington State driver's license and proof of auto insurance (if applicable).

New Beginnings values your lived experience. To apply, please send a cover letter detailing any experience related to the job responsibilities and qualifications, resume, and 3 professional references to jobs@newbegin.org. New Beginnings conducts background checks for all positions and will discuss results with applicants as needed. Only complete applications will be given full consideration. Open until filled. Additional agency information is available at www.newbegin.org