

JOB TITLE: Director of Family Services

LOCATION: Temple, TX

REPORTS TO: Executive Director

COMPENSATION TYPE: Salary (\$45,000-\$50,000)

BENEFITS: IRA with 3% annual match

REQUIREMENTS

Master's in social work preferred (BSW at minimum), 3+ years' experience in case management preferred

OPEN DATE: March 29th, 2022

CLOSE DATE: When filled

CONTACT: Résumés may be sent to info@familypromisebellcounty.org.

OVERVIEW

The primary role of the Director of Family Services (DFS) is to oversee the three Family Service Programs (Guest Shelter Program, Welcome Home & Diversion Initiative) ensuring that the families served within each program achieve and maintain sustainable independence. The DFS is responsible for managing interns who work directly with guest families, by implementing best practices and providing accountability, supervision, and support. The DFS is the person who is chiefly responsible for all aspects of the Family Service Programs and who is dedicated the families' success, moving from homelessness onto healthy, independent lives.

RESPONSIBILITIES

- Intakes, interviews, supports, and manages the families in the Family Service Programs
- Supervises interns providing case management for guest families
- Ensures that the families in the three programs are on track for timely outcomes
- Provides accountability for the guest families regarding program requirements
- Provides extra support to families in times of crisis
- Meets weekly with the Executive Director to review and build upon the families' progressions as well as the Family Service Programs as a whole
- Communicates with the Executive Director when family needs arise and when successes occur
- Ensures that expenses are within the programs' budgets
- Schedules with interns to ensure that staff are available M-F, 8-5
- Reports to Executive Director the facility maintenance needs
- Grows relationships with referring organizations for the sake of the Family Service Programs
- Leads by example, carrying out the smallest tasks, when necessary, and taking full responsibility for the Family Service Programs' outcomes

Empowering families experiencing homelessness to achieve sustainable independence through a community-based response