



## WOMEN'S EMPOWERMENT

**Title:** Program Director

**Reports to:** Executive Director

**Employment Status:** Full-time - Exempt

**Supervises:**  
2 Masters Level Social Workers  
2 Employment Specialists/Job Developers  
1 Child Development Coordinator  
1 Program Services Coordinator

### **Organization Overview:**

Women's Empowerment is a community based nonprofit organization whose mission is to educate and empower women who are homeless with the skills and the confidence necessary to secure a job, create a healthy lifestyle and regain a home for themselves and their children. Women's Empowerment is the most comprehensive job-readiness program in Sacramento exclusively designed to serve homeless women and their children. Women's Empowerment is dedicated to ending homelessness one woman, one family at a time.

Women's Empowerment offers a supportive environment whose employees work as a team to provide the highest quality of services. We use a strength based model in our work and focus on excellence in all of our programs.

### **Position Overview:**

The Program Director assures the quality and integrity of services for Women's Empowerment students, graduates and children. The Program Director is responsible for the overall development, management and coordination of interdisciplinary programs in alignment with Women's Empowerment's mission and strategic plan. The Program Director coordinates program requirements with other operational areas and has the direct responsibility for the supervision, development and motivation of social work, employment and child development staff.

In addition the Program Director assures that all work is done in an effective and trauma-informed manner in accordance with budgets, appropriate procedures and organizational standards of excellence.

## **Qualifications:**

### **The successful candidate will possess:**

- LCSW preferred, or MSW with a minimum of three years experience working in related field.
- A minimum of two years experience supervising others.
- Demonstrated ability to lead by example and motivate a team.
- Excellent, organizational communication and computer skills.
- Proficient Clinical Skills.
- Comprehensive understanding of child and adult mental health, chemical dependency issues, child development, and employment services.
- Knowledge and ability to work from a trauma-informed and strength-based model.
- Knowledge, understanding and desire to work with interdisciplinary approaches.
- Demonstrated ability to manage people and systems, work collaboratively with administration, other agencies and external stakeholders.
- Demonstrated ability to accurately document and maintain records.
- Flexibility, accountability, reliability, professionalism and the ability to foster collaboration.
- Understanding and sensitivity to the issues facing homeless women and children.
- Desire to better the lives of women and children who are experiencing homelessness.

### **Principal Activities and Responsibilities:**

#### **A. Responsible for the development, management and coordination of interdisciplinary programs.**

1. Foster and support the Mission of Women's Empowerment and best practices in the development and management of programs.
2. Oversee the eligibility and determination process of applicants.
3. Oversee the curriculum and delivery of supportive and employment services for the 9-week job-readiness program.
4. Develop, coordinate and supervise Graduate Services: Paid training and certification programs, support groups and individual work with social worker/employment specialist.
5. Supervise the coordination of medical, psychological and employability evaluations of clients.
6. Assure the regular tracking, analysis and evaluation of qualitative and quantitative client data.
7. Provide data for grant reports.
8. Teach classes and facilitate groups as needed.
9. Communicate information to program and administrative staff on new developments and the status of activities as it applies to the overall operations of the organization.
10. Oversee ongoing evaluation of program goals, objectives and outcomes.
11. Collaborate with community partners and employers.
12. Respond to client grievances and/or other concerns from partner agencies.

**B. Responsible for the development and management of the financial and contractual aspects of the program services**

1. Assist the Executive Director in the development and management of financial and contractual aspects of the program services, including in-kind donations.
2. Provide quality program services within established budgets.
3. Provide all documentation to comply with contractual agreements.
4. Assist in the acquisition and renewal of grants.
5. Complete monthly, quarterly and annual reports for the funding sources.
6. Develop and maintain approved program manuals.
7. Participate in developing community relations and maintain a positive image of the program.
8. Participate in leadership meetings and provide reports to the Board of Directors as needed.

**C. Responsible for the supervision, training, development and motivation of social work, employment and child development staff**

1. Develop and foster with staff a team charter that incorporates best practices, program philosophy and measures program quality
2. Facilitate weekly supervisory meetings with Social Workers, Employment Specialists and Child Development Coordinator.
3. Facilitate weekly interdisciplinary team meetings to ensure coordination on case plans for clients and communication among program staff
4. On a monthly basis meet individually with program staff, to develop goals and objectives, evaluate achievements and discuss professional goals and development
5. Identify ongoing best practices and conduct trainings as needed
6. Develop and foster with staff an awareness of community resources and the importance of working collaboratively with other service providers while highlighting Women's Empowerment's unique services
7. Review and address client and staff concerns, grievances, and evaluations.

**D. Responsible for Human Resource management of program staff**

1. Ensure staff satisfaction with recognition, recruitment and retention programs.
2. Work collaboratively with the Executive Director to ensure that staff is adequately trained to provide quality services to clients.
3. Model professional behavior and coach/mentor staff to develop their maximum potential.
4. Conduct ongoing performance appraisals.
5. Provide progressive disciplinary action for employee performance improvement, when necessary.
6. Ensure timesheets are monitored and approved within each pay period. Provide appropriate response to requests for time - off in accordance with program policy.
7. Ensure staffing levels meet the needs of clients.

**E. Responsible for self - development**

1. Continually learn and enhance professional and interpersonal skills.
2. Model healthy boundaries and self- care.

**Physical Requirements:**

Lift and move up to 25 pounds. Stand, walk and sit frequently. Bend and stoop.

**Nature of Supervision Received:**

Daily activities are performed independently with guidance and direction from the Executive Director. Must be able to work independently toward the attainment of programmatic, operational, and organizational goals.

**Duties may involve occasional evening and weekend work to meet programmatic and organizational needs.**

**Employment status:** Full-time, exempt

**Salary:** Compensation commensurate with experience

**Benefits include:** 100% Medical, dental and vision coverage, life insurance, vacation, holidays, IRA with employer match.

**To apply email a cover letter and resume to [michelle@womens-empowerment.org](mailto:michelle@womens-empowerment.org).  
No phone calls please.**