



**Coalition for Hispanic Family Services
JOB DESCRIPTION**

Job Title: Director of Fair Futures Program
Department: Fair Futures Program
Reports To: Executive Director
Date Available: Immediately
Date Posting: September 13, 2021
Deadline to Apply: September 20, 2021

To apply: Submit a resume and cover letter with qualifications addressed to Denise Rosario, Executive Director via Email to David Martinez, Special Projects Manager at dmartinez@hispanicfamilyservicesny.org

Reporting Relationship: Executive Director

Agency Summary: The Coalition for Hispanic Family Services is a community-based, multi-service agency of color serving children and families of North Brooklyn and Queens. These include foster care, adoption, youth development, mental health, community partnership development and outreach, in-service internships and youth development.

Position Summary: The Program Director is responsible for the implementation, administration and management of the overall Fair Futures and Preparing Youth for Adulthood/Independent Living Programming and is expected to collaborate and coordinate services and planning with the director of FFC and TFFC programs, health and mental health services for youth that are eligible for the program. The Program Director will represent Coalition for Hispanic Family Services at all Fair Futures/ACS meetings, convening's and presentations. The program director will provide direct supervision to Coaches, Supervisors and Specialists in their work with young people, and also serve as the external face of the program.

Program Summary: The Fair Futures Program is funded by NYC ACS and several private foundations to provide specialized support to young people in foster care resulting in improved outcomes in education, employment and permanency. Utilizing a trauma informed approach, the Fair Futures staff will work in collaboration with FFC and TFFC case planning staff while specifically providing youth with the academic, coaching and emotional support they need to:

- Succeed in middle school and prepare for success in high school;
- Graduate high school;
- Persist in post-secondary settings;
- Build progressive career development experiences in line with their interests and academic plans to help them move into a living wage career pathway;
- Achieve permanency and build a network of positive adult and peer supports;
- Access and maintain affordable housing and gain independent living skills.

The Fair Futures program at CHFS is inclusive of all:

- Fair Futures model programming, including specialists and coaches;
- Preparing Youth for Adulthood/Independent Living programming, including monthly workshop development and implementation, checklist submission to ACS and independent living skill development service provision;
- Education Coordination of all young people in foster care at CHFS, including coordination between all stakeholders (case planning team, school staff members, foster parents, education support staff, etc.) collection and dissemination of all school records, including report cards, individualized education plans, attendance, progress updates, etc.

PROGRAM DIRECTOR COMPETENCIES AND QUALIFICATIONS

Relational Skills

The Program Director must create the culture of trusting relationships that forms the foundation of the coaching program. Thus, the relational skills of the Director are paramount to the success of the program. These skills must include:

- Ability to create a warm, inclusive, strength-based, non-judgmental and trauma-informed culture;
- Ability to facilitate harmonious relationships among staff;
- Support staff in developing strong relationships with young people;
- Provision of emotional support to staff to reduce stress and build resiliency;
- Excellent interpersonal skills and ability to build relationships with community and governmental stakeholders;
- Values and promotes diversity;
- A belief that change is possible;
- Able to maintain healthy boundaries;
- Able to remain calm during moments of tension and stress.

Professional Skills

Program Director must hold a Master's degree in social work, education, public administration or related field, significant experience working with at-risk or system-involved youth, and 3+ years of management and supervisory experience. The ideal candidate must be a self-directed strategic thinker, lead and work under pressure and meet deadlines, and build external partnerships and meet with funders and government partners.

Successful Program Directors are also able to:

- Be self-directed, strategic thinkers;
- Lead and work under pressure and meet deadlines;
- Build external partnerships and meet with funders and government partners.

Other Critical Skills Include:

- Excellent written and verbal communication skills;
- Strong experience using data to monitor program outcomes;
- Strong budgeting and fiscal skills;
- Experience with grant writing.

Program Director duties can include, but are not limited to:

- Promoting a youth development philosophy and framework and work cross-divisionally to infuse youth development principals and skills across the FFC and TFFC programs and agency;

- Lead and manage all Fair Futures, PYA programming and Education Coordination for all children in foster care at CHFS;
- Lead, manage, and provide direct, regular supervision to all Fair Futures staff, including Coaches, Specialists and Education Coordinators;
- Oversee Preparing Youth for Adulthood/Independent Living (PYA/IL) program content, implementation and database;
- Administrative review of staff documentation to insure quality and compliance with the Fair Futures model;
- Ensure all Coaches, Supervisors, and Specialists receive the proper trainings as required by the program model and CHFS;
- Monitor youth goals & steps and key academic data monthly;
- Ensure peer groups are in place and running effectively;
- Serve as the outward face of the program with both public and private stakeholders;
- Partner externally to develop workforce, internship, and career exposure partnerships;
- Ensure that efficient administrative procedures are in place within the program and that financial and physical resources are effectively used;
- Attend and participate in foster care related meetings as assigned by Executive Director;
- Active member of CHFS senior management team;
- Other duties and tasks as assigned.

Salary

Based on experience and qualifications. Excellent benefits package, ample vacation and sick days.