

Coalition for Hispanic Family Services  
**JOB DESCRIPTION**

**Job Title:** Director of Fair Futures  
**Department:** Fair Futures Program  
**Reports To:** Executive Director  
**Date Available:** Immediately  
**Date Posting:** March 11, 2022  
**Deadline to Apply In-house:** March 18, 2022  
**Deadline to Apply Externally:** Until filled

**To apply:** Submit a resume and cover letter with qualifications addressed to Denise Rosario, Executive Director via Email at [drosario@hispanicfamilyservicesny.org](mailto:drosario@hispanicfamilyservicesny.org)

**Reporting Relationship:** Executive Director

**About Coalition for Hispanic Family Services (CHFS):**

CHFS is a community-based, family-focused organization of color providing an array of services to children and families in North Brooklyn and Western Queens. For over 30 years CHFS has worked with vulnerable populations that include children in foster care, seriously emotionally disturbed children, as well as youth and families at risk of abuse and neglect. CHFS supports the strengthening of families in communities through the provision of family support, youth development and school-based programs. The provision of accessible, high-quality family support, youth development, child welfare, health and mental health services to these vulnerable populations is central to our holistic approach of strengthening families in a culturally competent manner.

**Position Overview:**

The Program Director is an energetic, engaging, youth development professional responsible for the implementation, administration and supervision of the Fair Futures Program. At CHFS this program incorporates education coordination, Fair Futures supports and Preparing Youth for Adulthood Programming. The Director is expected to plan, collaborate and coordinate services with the leadership and staff of our Foster Care and health services programs in order to best comprehensively serve the youth that are eligible for Fair Futures and related services. The Program Director will represent CHFS at all Fair Futures/ACS meetings and presentations. The program director will model the guiding principles of the program and will provide direct supervision to Coaches, Supervisors and Specialists in their work with young people.

**Program Summary:**

Fair Futures is a city-wide comprehensive model that serves young people who are currently or have been in the NYC foster care system and are currently in 6<sup>th</sup> grade through the age of 26. The model includes a robust middle school program that prepares students for success in middle and

high school and a long-term coaching program from 9<sup>th</sup> grade through age 26. Coaching includes fostering ongoing coaching relationships, tutoring schedules, comprehensive academic and social-emotional supports, as well as career development, employment, housing, and independent living goals. At CHFS the Fair Futures program also includes education advocacy, coordination and collaboration to insure that all children in foster care have access to education services.

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. From a basis of trust as the Director of Fair Futures, program practice is rooted and strengthens process to produce excellent performance through the people and culture CHFS upholds. 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;
- Ability to value and exhibit cross collaboration within agency departments.
- 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, youth development, education, public administration or related field, significant experience working with at-risk or system-involved youth, and 5+ years of supervisory/management experience. The ideal candidate must be a self-directed strategic thinker, lead and work under pressure and meet deadlines, build internal and external partnerships and meet with funders and government partners. Bilingual/Spanish and experience in child welfare is a plus.

**Successful Program Directors are also able to:**

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

**Other Critical Skills Include:**

- Excellent written and verbal communication skills;
- Strong understanding and implementation of collaboration strategies
- 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**

Competitive salary based on experience and qualifications. Excellent benefits package, ample vacation and sick days.

To apply for this position please send your cover letter and resume to  
[drosario@hispanicfamilyservicesny.org](mailto:drosario@hispanicfamilyservicesny.org)

**Coalition for Hispanic Family Services is an  
Equal Opportunity Employer committed to diversity in the workplace and leadership  
opportunities for people of color.**