



*Dove, Inc, established in 1970, is a multi-program social service agency working to meet unmet needs and to find solutions to social injustices.*

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## **Dove-Homeward Bound Program**

### **Program Director Job Description**

#### **GENERAL RESPONSIBILITIES**

The Dove-Homeward Bound Program Director serves as lead staff person of the Macon County Homeless System. The Program Director is responsible for oversight of a housing first system for delivery of services to clients in a manner that utilizes existing resources and that leads to self-sufficiency and permanent housing for clients, managing the Coordinated Entry System (CES), a comprehensive interagency program to address homelessness in Macon County.

The Program Director provides direct supervision to a team of support staff who arrange supportive services for persons experiencing homelessness in Macon County,

Additionally, the Program Director serves as liaison for the program with the Macon County Continuum of Care (CoC). The CoC promotes community-wide commitment to the goal of ending homelessness, access to and effective utilization of mainstream programs by homeless individuals and families AND optimizes self-sufficiency among individuals and families experiencing homelessness.

The Dove-Homeward Bound Program is primarily funded by a federal, state, and local grants.

#### **EXAMPLES OF WORK**

Supervise the program staff who coordinates and supports the program to ensure it is functioning effectively to address the needs and the priorities of the program.

Ensure the overall CES process design is continuously assessing the needs, developing priorities, and strategizing how to address them effectively by using Homelessness Management Information System (HMIS) data.

Oversees execution of key CoC data reporting activities including but not limited to: Point in Time, Housing Inventory Chart, Longitudinal Systems Analysis, System Performance Measures, and other grant requirements

Ensures compliance with Department of Housing and Urban Development (HUD) CoC Program and Emergency Solutions data reporting requirements.

Identify and establish commitments from community partners and other mainstream service providers to supplement services and housing offered through the CoC to improve efficiency and effectiveness of the CES.

Builds and maintains strong and dynamic relationships with community stakeholders and housing providers.

Working closely with a variety of stakeholders, managing the processes to develop, implement, and monitor strategies and action steps to reduce homelessness in Macon County.

Utilize data analysis to recommend policy and system changes to align with a high-quality, trauma informed, person-centered, efficient system that effectively serves people experiencing homelessness.

Assist the Dove, Executive Director and/or CoC consultant(s) in writing project grants to secure HUD CoC Program funding, state funding and other grant funding for homeless-dedicated projects that align with HUD and local priorities and that advance the CoC's performance in reducing homelessness.

Completes all project funding progress reports in a timely and efficient manner.

Receives and analyzes monthly project financial reports and authorizes expenses consistent with program budget.

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Coordinates CoC quality improvement efforts, including identifying technical assistance needs, annual CES and HMIS training, and MOU's updates .

Ensures transparency, equity, and use of data in participation, design, decision-making, and implementation.

Coordinates with property maintenance/management staff regarding housing projects.

Oversees the Homeless Advisory Council meetings.

Ensures team building and staff professional development for Dove-Homeward Bound staff.

Represent the agency at public forums, panels, and other speaking engagements and, coordinate community-wide efforts to address homelessness.

Performs related duties as necessary to ensure effective program operation.

### QUALIFICATIONS

Candidates should have at least 5 years successful experience in human services, including at least 3 years at the supervisory level. Volunteer work or an advanced degree in a related field will be considered in lieu of experience. The Program Director is expected to have a familiarity with HUD and the CoC and prior experience in programs serving clients in crisis.

Special consideration will be given to applicants who can demonstrate expertise in long-range planning, grant writing, and program administration. The Program Director must be extremely reliable.

Applicants must be able to perform the following: Lift and carry 30-50 pounds, sit and/or stand for prolonged periods of time, bend, twist, stoop, or kneel, exhibit manual dexterity, vision correctable to 20/20 or sufficient to complete job responsibilities, including color recognition, hearing correctable in order to complete job responsibilities. A valid driver's license and insurance is required. Prior to employment, all employees are subject to background and drug screenings as required by program grants and the Dove, Inc. Personnel Policy. These screenings may be updated periodically.

### SALARY AND BENEFITS

The introductory salary for this position is \$58,000 to \$65,000 annually. Raises are provided annually based on merit and availability of funding. Fringe benefits include paid holidays, up to 19 paid leave days per year, group health insurance (30 hours per week or more), life insurance & disability insurance (25 hours per week or more), direct deposit, matching retirement fund and an Employee Assistance Program.

### WORK CONDITIONS AND ENVIRONMENT

This is a full-time salaried position and requires a minimum of 40 hours per week. This employment is contingent upon continued funding for this position. The Dove-Homeward Bound Program Director reports to Dove's Executive Director and consults regularly with the Macon County Continuum of Care Governing Board. A private office for the Dove-Homeward Bound Program Director is located in the Dove-Homeward Bound building. This position is exempt from the requirements of the Fair Labor Standards Act. Days worked may include weekends, and/or holidays.

DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

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