Director of Program Leadership – Family Campus

Location:
Lawrenceville, NJ

Position Type/Classification:
Full-Time / Exempt

Reporting To:
Campus Director

Compensation/Salary Range:
$68,000 - $73,000

Organization Overview

The mission of HomeFront is to end homelessness in Central New Jersey by harnessing the caring resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We give people skills and opportunities to ensure adequate incomes and to increase the availability of adequate, affordable housing. We help homeless families advocate for themselves individually and collectively.

At HomeFront, our work is organized around five core beliefs:

1. **We believe that families deserve safe, secure Housing.** On any given night, HomeFront provides a roof over the head of approximately 450 individuals, the vast majority of those children. HomeFront's housing work spans a broad continuum: emergency shelter at our Family Campus, scattered site transitional living, over 140 units of permanent affordable supportive housing, and a robust set of homelessness prevention programs that distribute nearly a million dollars a year in rental assistance for families facing eviction or homelessness.

2. **We believe that with the Right Tools, all families can succeed.** For families to become—and, more importantly, remain—stable, they need the tools, skills and opportunities to keep them on track and build self-sufficiency. Life skills are interwoven throughout all that we do, but we also offer formal programming through our Hire Expectations program: educational support for adults to study for and acquire their high school equivalency; career coaching, job skills training, and workforce development to obtain and keep a job that pays a living wage.

3. **We believe that families need Basic Necessities to live a life with dignity**. Faced with limited resources and focusing on surviving, the families we serve often do not have the means to acquire basic necessities. We provide those resources to thousands of households a year through our Resource Network. Each year, the Resource Network distributes thousands of grocery bags from three food pantries, furnishes hundreds of apartments through our Furnish the Future program, hosts over a thousand families to

"shop" for clothing, shoes, housewares, and linens at no cost at our FreeStore, provides over one million diapers and wipes from our Diaper Resource Center, serves thousands of children in our Back to School, Thanksgiving, and Holiday Wishes drives, and much more.

4. **We believe that Children nurtured by love and support will grow on a path to realizing life's possibilities.** We embrace a two-generation approach to services, recognizing that support for both parents and children are necessary for long-term family self-sufficiency. HomeFront was founded to tackle the challenges facing hungry children experiencing homelessness and children have remained at the heart of our work ever since. From intensive services at our emergency shelter to an award-winning preschool to year-round enrichment programming and more, we wrap these children in the support they need now, provide hope for a better tomorrow and open their worlds to the possibilities that await them.

5. **We believe that Personal Wellness – whether physical, mental, or emotional – is critical to ensuring thriving families.** We implement targeted initiatives to increase accessibility to health and healing services, both physical and mental, to enhance the well-being of families and children

Job Summary/Objective

The HomeFront Family Campus is designed to be a haven of healing and hope for families experiencing housing crisis and living in poverty. The Family Campus offers a wide array of services for families experiencing homelessness and the effects of poverty including emergency shelter for 38 families, on-site childcare, career support, vocational opportunities and job training, educational support for adults and children, physical and mental health and wellness partners, therapeutic art programming, specialized support for children, and much more. The Family Campus is designed to offer these solutions to the barriers facing HomeFront families, lessen the immediate pain of homelessness, and help break the cycle of poverty.

HomeFront is seeking a **Director of Program Leadership** to provide oversight and support to programming based at the Family Campus, including but not limited to: providing leadership and management to Hire Expectations, Director of Art/Sewing Space, Director of Health Access & Education, and Director of Behavioral Health Access & Education; creating and maintaining an environment of dignity and respect for all participants and guests, staff and volunteers; and promoting innovative and enriching programming for families experiencing housing crisis or living in poverty in Mercer County through direct service and community partnerships.

Essential Job Functions/Responsibilities

- Provide high-level administrative and operational support to the Campus Director.
- Provide leadership and coach each team member to reach their individual potential, while demonstrating commitment to the delivery of high-quality programming around HomeFront's core beliefs

- Ensure programs are high-quality, trauma-informed, coordinated, and responsive to the needs of HomeFront families, including elements of choice and empowerment wherever possible
- Support the Campus Director in the development and maintenance of strong partnerships with key stakeholders, including government agencies at all levels, community social service providers, businesses, and local employers, funders, and volunteers
- Collaborate with program teams and other key HomeFront staff to enhance creativity in service delivery and participant engagement and ensure access to all programming.
- Collaborate with the Innovation & Evaluation team and HomeFront leadership to make data-driven decisions and ensure ongoing quality improvement to programming
- Solicit and integrate participant and staff feedback to develop new programs and program enhancements to meet identified needs
- Develop and maintain collaborative relationships with HomeFront program managers to ensure a holistic delivery of services to meet all participants' needs
- Collaborate with the Community Engagement department to engage volunteers and sponsors for activities at the HFC
- Monitor established key performance indicators and complete internal and external program reports by required deadlines.
- Ensure and protect agency, employee, and participant confidentiality and enforce program guidelines, safety regulations, and other duties as assigned.

Required Experience and Education

- Bachelor's degree in Social Work, Public Health, or related field
- 3-5 years of management experience
- Proven ability to implement process improvement initiatives and develop new programming
- Demonstrated experience in change management
- Valid driver's license

Preferred Experience and Education

- Masters Degree in Social Work , Public Health, or related field, or equivalent experience
- Knowledge of state, Trenton and Mercer County social services landscape, surrounding county businesses, organizations and demographics
- Experience in the non-profit sector including working with interdisciplinary teams and volunteers
- Knowledge of workforce development and/or adult education programming
- Knowledge of navigating healthcare and mental health systems for Medicaid recipients and uninsured individuals

Physical Demands

- Must be able to lift up to 25 lbs
- Must be able to walk, stand and sit for long periods of time
- Must be able to walk up and down several flights of steps

- Exposure to the outdoors and inclement weather is possible

Schedule

This is primarily a day time role, but flexible scheduling may be required based on activities and coverage needs of the Family Campus, including evenings and weekends

Remote Work Eligibility

- Eligible to Work Remotely in emergency conditions (e.g. inclement weather)

Travel

- Some local travel may include accompanying or driving clients to events

Disclaimer

This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights at any time.

HomeFront, Inc. is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation, or veteran status.