



Program Director

Title: Program Director - Full-Time Position

Reports to: Executive Director

Qualifications:

1. Master's degree in Social Work or related field preferred.
2. Minimum of five years' experience in social work and highly trauma informed.
3. Experience or training in program management and administration. Preference given to applicants with experience or training in working with women and children.
4. Supervisory experience and strong interpersonal skills.
5. Experience and proven record of growing an organization's programming.
6. Ability to research, creatively find new community resources, and build community relationships.
7. Skilled in Microsoft Office.
8. An understanding of and a commitment to the mission of Bridge of Hope Greater Denver: *To engage Christian faith communities in ending family homelessness through neighboring relationships that demonstrate Christ's love.*
9. **Active member of a Christian faith community that confesses Jesus Christ as divine Lord and Savior, with a strong personal faith experience.**
10. Position requires a valid driver's license and availability of a vehicle.

Position Summary: Responsible for implementing, monitoring, and evaluating Bridge of Hope program and service delivery, focusing primarily on family intake, training groups of volunteers, program development, oversight of program activities, and connections to community resources.

Hours: Full-time, flexible schedule, must be available some weekends and evenings.

Responsibilities:

1. **Oversee delivery of Bridge of Hope program- 35% time**

Case Management support and supervision

- Provide support, guidance, and leadership to case managers in their case management. This includes weekly case management meetings.
- Conducts performance reviews of case managers on an annual basis. Provide regular feedback to case managers as needed.
- Conduct check-ins with each Bridge of Hope family 1 year into their time in the program.
- Serve as back-up case manager when case managers are unable to meet case management needs.
- Approve rental assistance plans for each family served.
- Ensure that Bridge of Hope maintains a current service level of 15 families at a time and help to position the organization for further growth.

Family Selection

- Receive agency, church, and self-referrals and conduct “initial inquiries” via phone and maintain records of these inquiries.
- Manage candidate interview process, engage case managers for input on candidates, and make recommendations to the Executive Director on applicants.
- Build referral sources of other agencies to refer potential families to Bridge of Hope.

2. Program Development - 25% time

- Continually develop, evaluate, and update the program as appropriate in today’s changing social service environment, within the scope of the mission of Bridge of Hope.
- Implement and recommend new programs and activities that Bridge of Hope should be engaged in.
- Identify and implement utilization of tools to strengthen case management.
- Create a support structure for program alumni.
- Lead the organization’s programming committee, which includes staff and board members.
- Participate in program related calls with Bridge of Hope National.

3. Resource Management- 35% time

- Identify community resources to assist families and case managers and oversee connection of resources with families.
- Build landlord partnerships to enhance access to housing for families.
- Manage relationships with landlords where families are housed. Assist with any issues that arise.
- Participate in regular community service coordination meetings as appropriate, such as housing coalitions/Continuums of Care.

4. Data Management- 5% time

- Set data collection standards (above and beyond National’s standards).
- Ensure that data are collected on current and alumni families.
- Utilize data to make programmatic recommendations.
- Assist with grant writing opportunities by providing data as needed to the Executive Director.

5. Other responsibilities

- Other tasks as deemed necessary by the Executive Director.

Compensation:

This is a full-time position (100% FTE) or 40 hours per week. The salary range for the position is \$60,000 - \$63,500. Pay will be commensurate with education and experience.

Benefits For Full Time Employees Include:

- PTO and holiday pay
- Flexible work schedule
- Ability to work from home
- Cell phone stipend
- Mileage reimbursement for all work-related travel
- Medical insurance stipend

Application Process: Please submit a cover letter and resume to Veronika Clark at veronika@bridgeofhopedenver.org. Applications will be accepted until the position is filled.