Prevention and Family Support Services Director

JOB DESCRIPTION

Hours: 40 hours per week Full-Time Exempt, Salaried Position
Salary: $68,000- $72,000 a year (DOE) w/ full Health, Dental, Vision, Life Insurance and 403B retirement savings plan
Deadline: Position open until filled.

ORGANIZATION DESCRIPTION
Since 1971, Jamestown Community Center has been providing learning opportunities and safe spaces for low-income youth in San Francisco’s Mission District. Our youth represent the low-income, racially and ethnically diverse community in which they live and attend school. Our strategy is to serve a core group of neighborhood youth with multiple, high-impact programs as they grow through a full range of programs designed to help them transition from children into confident young adults.

Jamestown Community Center and Loco Bloco merged in 2018. Both youth development organizations had long established track records of providing enriching, high-quality programming to youth. We believed that our shared commitment to youth development, our shared love for the Mission community, our shared experience in developing leadership among low-income youth and families, the excellence Loco Bloco brings to arts programming and performance, and the expertise Jamestown brings to academic enrichment, sports and youth development, coupled with our long history of mutual collaboration can result in a better, stronger, more efficient and sustainable organization made up of Loco Bloco and Jamestown.

Programs now include Arts instruction, performance and production educational enrichment, academic tutoring, sports, leadership development, employment, counseling, and parent programs. Throughout these programs, Jamestown aims to provide all participants with the highest-quality youth development experience. This approach builds young people’s resilience as they face their daily challenges and supports their natural inclination to pursue their own growth into healthy, productive young adults. Our work focuses on the innate assets of youth to develop their leadership and ability to challenge discrimination and oppression and to bring about change in their communities.

Organization Values:

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<th>Accountability</th>
<th>Family</th>
<th>Health</th>
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<td>Artivism</td>
<td>Inclusion</td>
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<td>Education</td>
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POSITION DESCRIPTION
The PaFSS Director is responsible for providing strategic direction and detailed management of Jamestown’s prevention and support services to youth and families including social support group, peer education and family strengthening programs for youth and their families in elementary, middle
and high school. The PaFSS Director is charged with continuously strengthening the quality of the programs and developing new programming that responds to the on-going needs of the community. They will work closely with the other agency Directors to that the community’sneediest youth and families are supported in their development and success, consistent with the agency’s social justice mission.

The PFSS Director works under the supervision of the Executive Director. S/he is also a member of Jamestown’s Leadership Team, comprised of the organization’s senior staff and charged with overseeing the organization’s overall operations and direction.

**Essential Duties and Responsibilities**

**Program and Operations Management**

1. As a member of the Leadership Team, oversees the organization’s overall operations and direction; attends Leadership Team meetings and other program-related meetings; participates on one internal committee; confers with Executive Director to review and discuss progress on all programs.
2. Oversees operations of social emotional support groups for youth and parents, peer education, teen programs, parent support and leadership development and prevention programs.
3. Sets goals and workplans for all prevention and support programs to ensure that goals are understood and met by staff; evaluates program design and goals on an ongoing basis.
4. Monitors the programs; evaluates successes and areas needing improvement; takes corrective action as indicated.
5. Develops, implements, and monitors program budgets; ensures that revenue and expenses stay on plan; takes corrective action as needed.
6. Develops and implements an annual action plan identifying activities and deadlines for deliverables; meets deadlines.
7. Recruits, recommends for hire, orients and trains staff as needed.
8. Provides regular supervision to assigned staff, providing ongoing feedback about accomplishments and areas for improvement; performs annual written evaluations in compliance with agency policies and procedures.
9. Develops a staff training plan for the department; assists individual staff members in creating professional development plans.
10. Incorporates family support perspective into organization’s existing continuum of services.
11. Communicates with parents of participants on as-needed basis.
12. Builds relationships with other community institutions and provides leadership for collaboration with other community-based mental health agencies for optimal service provision.
13. Prepares reports as needed; manages data collection for evaluation and funding reports.
14. Manages administrative paperwork.

**Program Development and Expansion**

15. Researches and develops new program directions in keeping with the Board approved Strategic Plan.
16. Manages pilot programs and develops plans for expansion of successful pilots.
17. Works closely with the Development Director and the Executive Director to secure funding for the programs.

**Compliance**

18. Complies with Jamestown policies and procedures, and laws pertaining to the operation of Jamestown.
19. Makes sure that program staff understands and complies with Jamestown policies and procedures.
20. Maintains confidentiality and complies with all laws regarding provision and oversight of family support and prevention services.
21. Oversees organizational compliance with HIPAA and other mental health-related laws and regulations.
22. Ensures that all staff are certified and trained in accordance to funder compliance requirements.
23. Maintains professional attitude and work ethic
24. Performs rated duties as assigned

Qualifications
- Experience in and understanding of the economic, political and social realities of the communities Jamestown serves.
- Successful fund development experience, including grant writing and implementation of other fund development strategies.
- Commitment to equality and social justice, artivism and solving educational inequality in our schools, and equality for Latino and low-income families.
- Passion for developing and sustaining quality services for youth and families, and a desire to learn and understand needs of constituents, staff, and partners.
- Masters degree in counseling, psychology, social work, public health or related field
- 3 to 5 years of management or supervisory experience
- Knowledge of HIPAA and other laws and regulations governing the mental health field
- Experience working with multi-ethnic, multi-cultural youth and their families
- Experience overseeing program design and development, implementation and operations, project integration and management
- Excellent written, communication and facilitations skills
- Bilingual Spanish/English required
- Fingerprint and TB clearance

Physical requirements:
- Working conditions include standard office as well as occasional travel within the Bay Area.
- Use a computer, phone, copier and office equipment.

This is a full-time, exempt position w/full benefits including full Health, Dental, Vision, Life Insurance and 403B retirement savings plan, etc.

APPLICATION PROCEDURE
Please e-mail your cover letter and resume, work samples and add “Prevention and Family Support Services Director” plus your name in the subject line to:

Katie Garcia, HR Manager
Jamestown Community Center
San Francisco, CA 94110
Email: katieg@jamestownsf.org
Telephone: (415) 647-4709 x111
Fax: (415) 647-4718

Jamestown Community Center is an Equal Opportunity Employer. We encourage women and people of color to apply. The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Revised 8/2020