***Program Director Job Posting***

***Empower Youth, Shape Futures: Join Us as a Youth Emergency Shelter Program Director and Make a Difference Today!***

***The Youth Emergency Shelter Program Director will play a pivotal role in providing critical support and guidance to young people in crisis, helping them build brighter futures and stronger communities in Santa Fe, NM.***

***What would my job responsibilities be?***

* Collaborate with executive leadership to define and certify shelter services, ensuring compliance with licensing requirements.
* Ensure the successful delivery of the Shelter service definition and certification and licensing requirements.
* Oversee contract compliance, including data collection and billing systems, and conduct file audits.
* Manage external relations with individuals, institutions, agencies, and funding sources, fostering community partnerships.
* Develop, implement, review, and revise shelter operating policies and procedures in collaboration with the Human Resource Director and Director of Program Services.
* Lead the development and implementation of annual operating plans and budgets.
* Provide leadership in developing and writing funding proposals.
* Provide direct client care, CCSS services, and billing functions as needed.
* Participate in the hire, training, and supervision of shelter staff, ensuring clarity of job requirements and obligations.
* Set attainable goals and conduct performance reviews, encouraging professional and personal development opportunities.
* Participate in the emergency on-call system.
* Develop and maintain relationships with key stakeholders, including government agencies, community organizations, and donors.
* Monitor and evaluate program outcomes, ensuring alignment with organizational goals and objectives.
* Stay informed about best practices and trends in youth services, incorporating relevant innovations into program strategies.
* Advocate for policies and initiatives that benefit youth experiencing homelessness.
* Represent the organization at community events, conferences, and meetings.

***What are the qualifications and experience I need to become a Program Director?***

* Proficient with computer software skills including Microsoft Windows, Excel, and Word.
* Excellent oral communication skills, particularly listening, mediation, and writing skills.
* Understanding and knowledge of government and non-profit youth sector and issues affecting young people and youth services.
* Awareness of trauma informed treatment practices for youth in-crisis.
* Strong project management and planning and budgeting skills.
* Ability to work in and lead a dynamic team, as well as an ability to effectively manage tasks independently.
* Excellent time management and organizational skills with the ability to work under pressure and adjust to changing priorities and deadlines.
* Initiative, creativity, reliability, flexibility, thoroughness.
* Strong oral and written communication skills with good quality spelling, grammar and punctuation.
* High integrity when dealing with a broad array of cultures and restricted and/or confidential information. Exceptional attention to detail and time management skills.
* CPR/ First Aid Certified (will train).
* Valid Driver’s License, insurable under YSFS automobile policy.
* Must be over 21 years of age to meet the minimum eligibility requirements of our automobile insurance carrier***.***

**Preferred**

* Bilingual in Spanish and English.

***What are the minimum education requirements?***

* Bachelor’s degree in human service field and three years relevant experience with target population and residential programs.
* **OR** meet requirements as required by the Children, Youth and Families Department, Children’s Behavioral Health Division Service Requirements and Utilization Guidelines.
* Experience with homeless and at-risk youth preferred.

***What are the scheduled shifts you are looking to fill?***

* Monday through Friday - 8AM - 5PM

***What about the benefits Youth Shelters & Family Services offers?***

* We offer a range of benefits for our full-time employees including a generous PTO package, Medical, Dental, Vision, and Employer Paid Life Insurance.
* Continuous training opportunities to enhance your understanding of the issues affecting our youth and improve your ability to serve our clients.
* We offer a supportive work environment and the opportunity to make a meaningful impact in the lives of young parents and their children.
* We provide all of our employees with access to an Employee Assistance program and Earned Sick Leave.

***Our Mission Statement***  
Youth Shelters & Family Services is a dedicated organization providing life-changing support to homeless, runaway, and in-crisis youth in northern New Mexico. Our mission is to offer shelter, along with comprehensive assistance in health, safety, education, and workforce development, empowering young individuals to lead independent and purposeful lives.

***Help us make a difference by joining our team at Youth Shelters & Family Services!***

*Youth Shelters and Family Services proudly embraces diversity and is committed to creating an inclusive workplace. We are an Equal Opportunity and Affirmative Action employer, fully compliant with the Americans with Disabilities Act (ADA). We strongly encourage individuals from all backgrounds, including minorities, women, veterans, individuals with disabilities, and LGBTQ+ individuals, to apply!*

*This organization participates in E-Verify*