



Compass Center for Women and Families Director of Self-Sufficiency Programs

Position: Director of Self-Sufficiency Programs

Reports to: Associate Director of Stability Programs

Classification: Full-time, exempt from FLSA

Work Conditions: Frequently moves boxes and bags weighing up to 30 pounds; frequently ascends/descends stairs to complete job tasks; other evening and weekend hours may be required.

Benefits: Fully paid health, vision and dental insurance (no employee contribution required for standard plan). Generous Paid Time Off and paid holidays package. Option to participate in 403(b) Retirement Savings Plan.

Salary: \$41,000 annually

Position Summary: The Director of Self-Sufficiency Programs is responsible for managing career, financial, legal and housing assistance programs that support economic stability for clients. This includes developing, implementing and evaluating direct services to clients for each program consistent with grant requirements. The Director of Self-Sufficiency Programs works with, and supports, volunteers in each program to provide client-centered, trauma-informed individual and group services. The Director of Self-Sufficiency Programs supervises the Stability Housing Coordinator, Economic Advocate, and Enhanced Client Services Coordinator and works closely with the domestic violence crisis team to ensure survivors have access to responsive services.

Essential Job Duties and Responsibilities:

Financial Education Program

- Develop, implement and manage the financial education program, individual appointments and workshops.
- Recruit, train, and supervise the Economic Advocate. Manage quality of financial counseling services.
- Recruit, train, and supervise staff, volunteer financial counselors, workshop presenters and program interns. Manage/ensure high quality of financial advising appointments.
- Develop and facilitate financial education workshops for partner organizations and communities
- Support outreach for the program and serve as a liaison for financial programs to relevant community partner agencies

Career Education Program

- Develop, implement, and manage the career counseling program individual appointments, workshops, and groups
- Recruit, train, and supervise career counseling volunteers, interns and facilitators for career workshops.
- Manage quality of career advising appointments.
- Develop and facilitate career education workshops for partner organizations and communities
- Support outreach for the program and serve as a liaison for career programs to relevant community agencies.



Legal Program

- Collaborate with local attorneys to implement the Legal Information Service (LIS) program and legal workshops.
- Ensure clients are oriented and scheduled for all legal program services.
- Recruit, orient, supervise, and schedule volunteer attorneys and legal interns.
- Manage the attorney referral resources, ensuring they are updated in a timely manner.
- Lead revision, production, distribution, and publicity of the *Family Law in North Carolina* books as needed.

Housing Services

- Partner with Stability Housing Coordinator to implement housing case management services for the participants in the Housing Micro-grant Program.
- Recruit, train, and supervise the Housing Services Coordinator. Manage quality of case management services.
- Recruit, train, and supervise the Enhanced Client Services Coordinator. Ensure job task related to the micro housing grant program and completed

Domestic Violence Program

- Develop, implement and manage self-sufficiency programs to meet the specific needs of victims of domestic violence.
- Assist in training of hotline advocates as necessary.

Organizational Duties

- Assist with Information and Referral Services program by serving as staff back-up as needed and training volunteers as needed.
- Maintain proper documentation of client service provision and oversee collection of evaluation tools necessary to evaluate programs.
- Other duties as assigned by the supervisor.

Qualifications

- Bachelor's degree and 3-5 years of full-time relevant work experience (community services, economic justice, career support/ development, or housing advocacy) and at least 1 year of staff supervisory experience required.
- Have a solid understanding of interpersonal violence and its effect on individuals and families, and working knowledge of the role that barriers play in reaching out for support and connecting with community resources and the justice system.
- Highly organized, thorough, detail oriented, and able to multitask
- Ability to perform job duties with a high degree of initiative and professionalism; demonstrated sound judgment, and quality written and oral communication skills.



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- Experience in providing direct services to clients; background in career and/or financial counseling preferred; training and experience with crisis services for victims of crime preferred.
- Ability to speak publicly and/or present workshops to large groups.
- Demonstrated experience supervising volunteers or staff.
- Exhibit a passion for building trusting and empowering relationships with marginalized populations
- Demonstrate cultural sensitivity and the ability to work with diverse groups. Possess empathic listening and communications skills that can be adapted for survivors with various needs
- Possess a valid driver's license, automobile insurance, and reliable vehicle preferred.
- Fluency in spoken and written English required, Spanish or additional language a plus

We actively encourage diverse candidates to apply. Compass Center provides equal employment opportunities to all employees and applicants for employment without regard to race, ethnicity, religion, age, gender identity or expression, sexual orientation, disability, national origin, genetic information, or veteran status.

To apply, please send a cover letter, resume and three professional references (prefer at least one direct supervisor) to employment@compassctr.org. Please include the job title in the subject line of the email NO phone calls please. Applications will be reviewed as they are submitted. Position to begin November 2021.