



# FAMILY SUPPORT SERVICES

KEEPING FAMILIES HEALTHY AND INTACT

## **JOB ANNOUNCEMENT** **Program Director – East Bay Respite**

**Date Posted:** November 6, 2023

**Status:** Full-Time, Exempt

**Location:** Oakland (Onsite)

### **ABOUT US:**

**Family Support Services** is a nonprofit organization that provides prevention and intervention services that support families with children. Our mission is ‘to nurture children, youth and caregivers to keep families healthy and intact’ – please visit our website at [www.fssba.org](http://www.fssba.org) to learn more about our programs and services.

### **SUMMARY:**

Are you a seasoned professional with a passion for making a difference in the lives of families and children facing challenging circumstances? We're looking for a Program Director to lead our East Bay Respite Program.

The Program Director (PD) assumes overall responsibility for directing the Agency's East Bay Respite Program, including overseeing the day-to-day program operations, and supervision of the Respite Program Supervisor and Respite Program Assistant, including monitoring work assignments. They will provide back-up coverage for the Respite Program Supervisors and Respite Care Coordinators. The PD reports to the Chief Executive Officer (CEO) and will keep the CEO well-informed of program activities, potential and current problems, program needs and changes, gaps in services, and other information as appropriate.

### **KEY RESPONSIBILITIES:**

- Lead recruitment, evaluation, and termination processes for program staff, ensuring timely submission of financial paperwork and effective resolution of personnel issues.
- Ensure program compliance with policies and regulations.
- With guidance from the CFO, lead the development and monitoring of program budgets.
- Design, launch, and maintain new program components.
- Foster interagency relationships and represent our agency in various forums.
- Direct and supervise staff training and development initiatives of new Respite Program employees.

### **MINIMUM QUALIFICATIONS:**

- Degree in social work or related field and/or 8+ years of experience demonstrated competency and ability as a social work practitioner.
- LCSW or MFCC license preferred.
- Minimum 3 years of supervisory experience with both professionals and para-professionals.
- Experience with home based and/or family based services for families and children dealing with child abuse, neglect, incarceration, and substance abuse.
- Familiarity with the child welfare systems and agencies serving families in Alameda and Contra Costa counties preferred.
- Strong leadership, communication, and interpersonal skills.

### **REQUIREMENTS:**

- Must be able to receive clearance through a fingerprint/background check (criminal and child abuse).



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- Requires California drivers' license, auto registration and an insured automobile in good working condition.
- Vaccination for COVID-19 required.

## **SALARY:**

The starting salary range for this position is \$80,000-85,000 per year DOE.

Family Support Services also offers excellent benefits: Employer-paid Health, dental, life insurance, and long-term disability. Offer voluntary optional benefits: vision, supplemental life insurance, short-term disability, accident, critical illness, commuter benefit, and retirement plan. Generous vacation, sick, and personal time.

## **APPLY:**

Please email your résumé and cover letter to: [AdminHR@fssba.org](mailto:AdminHR@fssba.org). **Please attach all documents in PDF format.** All other file types/formats will not be considered.

Only candidates who meet our selection criteria will be contacted for the next step in our hiring process. Thank you for your interest in our position. We appreciate the time you have taken to apply.

Family Support Services  
303 Hegenberger Road, Ste. 400 - Oakland, CA 94621  
[www.fssba.org](http://www.fssba.org)

**Family Support Services is an equal opportunity employer.** Family Support Services is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, gender identity, sexual orientation, health status or national origin.