



## Director of Children's & Family Support Services

**Location:**  
Ewing, NJ

**Position Type/Classification:**  
Full-Time/Exempt

**Reporting to:**  
Chief Operating Officer

**Compensation:**  
\$75,000 - \$85,000

### **Organization Overview:**

The mission of HomeFront is to end homelessness in Central New Jersey by harnessing the caring resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We give people skills and opportunities to ensure adequate incomes and to increase the availability of adequate affordable housing. We help homeless families advocate for themselves individually and collectively.

At HomeFront, our work is organized around five core beliefs:

- 1. We believe that families deserve safe, secure Housing.** On any given night, HomeFront provides a roof over the head of approximately 450 individuals, the vast majority of those children. HomeFront's housing work spans a broad continuum: emergency shelter at our Family Campus, scattered site transitional living, over 140 units of permanent affordable supportive housing, and a robust set of homelessness prevention programs that distribute nearly a million dollars a year in rental assistance for families facing eviction or homelessness.
- 2. We believe that with the Right Tools, all families can succeed.** For families to become—and, more importantly, remain—stable, they need the tools, skills and opportunities to keep them on track and build self-sufficiency. Life skills are interwoven throughout all that we do, but we also offer formal programming through our Hire Expectations program: educational support for adults to study for and acquire their high school equivalency; career coaching, job skills training, and workforce development to obtain and keep a job that pays a living wage.
- 3. We believe that families need Basic Necessities to live a life with dignity.** Faced with limited resources and focusing on surviving, the families we serve often do not have the means to acquire basic necessities. We provide those resources to thousands of households a year through our Resource Network. Each year, the Resource Network distributes thousands of grocery bags from three food pantries, furnishes hundreds of apartments through our Furnish the Future program, hosts over a thousand families to “shop” for clothing, shoes, housewares, and linens at no cost at our FreeStore, provides

over one million diapers and wipes from our Diaper Resource Center, serves thousands of children in our Back to School, Thanksgiving, and Holiday Wishes drives, and much more.

4. **We believe that Children nurtured by love and support will grow on a path to realizing life's possibilities.** We embrace a two-generation approach to services, recognizing that support for both parents and children are necessary for long-term family self-sufficiency. HomeFront was founded to tackle the challenges facing hungry children experiencing homelessness and children have remained at the heart of our work ever since. From intensive services at our emergency shelter to an award-winning preschool to year-round enrichment programming and more, we wrap these children in the support they need now, provide hope for a better tomorrow and open their worlds to the possibilities that await them.
5. **We believe that Personal Wellness – whether physical, mental, or emotional – is critical to ensuring thriving families.** We implement targeted initiatives to increase accessibility to health and healing services, both physical and mental, to enhance the well-being of families and children.

### **Job Summary/Objective**

HomeFront is seeking a Director of Children's & Family Support Services to provide oversight of programming for parents and children. This position will be based at the HomeFront Family Campus (HFC). HomeFront's Family Campus is our innovative model designed to be a haven of healing and hope. The HFC offers a wide array of services for families experiencing homelessness and the effects of poverty including the on-site childcare, career support, vocational opportunities and job training, educational support for adults and children, physical and mental health and wellness partners, therapeutic art programming, specialized support for children, and the Family Preservation Center (FPC), providing emergency housing for families experiencing homelessness. The HFC is designed to offer these solutions to the barriers facing HomeFront families, lessen the immediate pain of homelessness, and help break the cycle of poverty.

The Director of Children's & Family Support Services embodies HomeFront's mission and ensures families and children are provided services in a trusting and thriving environment while they strengthen life skills for a sustainable future. The Director will be a thought partner for the Executive team on implementing best practices for the provision of services focused on strengthening families and supporting children experiencing housing crisis and living in poverty. They will also provide direct support and leadership for the programs operating under the Core Belief umbrella of "Children," including the Atkinson Child Development Center, Children's Champion (both based at the Family Campus), Joy, Hopes, and Dreams (community-based), and Camp Mercer.

### **Atkinson Child Development Center**

The Atkinson Child Development Center is a fully licensed child care center based at the Family Campus, providing quality child care for children ages 6 weeks to 5 years. In addition to the licensed child care, the Atkinson director also coordinates parent-child engagement activities and provides oversight for the Educational Success and Evening Childcare program, which assists

families with after-school tutoring and supervision for children residing in the Family Preservation Center while their parents are engaged in other programming.

### **Children's Champion**

The Children's Champion case manager provides support to families living at the Family Preservation Center, ensuring children experiencing homelessness are able to continue their education in their schools, as well as providing critical support in linking families to services in the community to meet their children's unique needs. While Children's Champion's primary focus is on supporting the families residing at the Family Preservation Center, they may also provide support and advocacy for families engaged in other HomeFront programming or residing in our permanent housing.

### **Joy, Hopes, and Dreams (JHD)**

Many children from families facing homelessness or severe economic hardship do not always have the means or proper access to help with schoolwork, computer classes, and tutoring; classes in music and the other arts; team sports; or horizon-expanding outings. JHD provides critical social and educational support to these children. Every evening, and many weekends, JHD picks up children residing at the Family Preservation Center or in local motels and brings them to a community location where they partner with volunteers to provide tutoring and enrichment activities.

### **Camp Mercer**

HomeFront's Camp Mercer provides an 8-week summer camp experience for local children ages 5-15 experiencing housing crisis. Camp days are filled with educational and enrichment opportunities that help uncover talents and build self-confidence. Mornings are devoted to academics to reduce learning loss over the summer months, while afternoons are dedicated to fun and enriching trips and activities.

### **Essential Job Functions/Responsibilities**

The Director of Children's & Family Support Services will serve as a thought partner with the Executive team and other Senior Directors in ensuring best practices in the provision of services for families and children in need. They will lead the team in developing a universal theory of change on which the children's and family programming will be based and assist in improving coordination between the distinct programs. They will also provide leadership and management to a team of program directors including the Director of Atkinson Child Development Center, the Director of Joy, Hopes, and Dreams, and the Director of Camp Mercer (seasonal), as well as the Children's Champion case manager and 1 support staff person, creating and maintaining an environment of dignity and respect for all participants and guests, staff and volunteers; and promoting innovative and enriching programming for families and children experiencing housing crisis or living in poverty in Mercer County.

- Provide leadership to 3 Program Directors, one case manager, and 1 support staff, coaching each team member to reach their individual potential, while demonstrating commitment to the delivery of high-quality programming around HomeFront's core beliefs

- Ensure programs are high-quality, trauma-informed, coordinated, and responsive to the needs of HomeFront families and children, including elements of choice and empowerment wherever possible
- Develop and maintain strong partnerships with key stakeholders, including government agencies at all levels, community social service providers, funders, and volunteers
- Collaborate with program teams and other key HomeFront staff to enhance creativity in service delivery and participant engagement and ensure access to all programming
- Collaborate with Director of Innovation & Evaluation and HomeFront leadership to make data driven decisions and ensure ongoing quality improvement to programming
- Solicit and integrate participant and staff feedback to develop new programs and program enhancements to meet identified needs
- Develop and maintain collaborative relationships with HomeFront program managers to ensure a holistic delivery of services to meet all participants' needs
- Collaborate with the Community Engagement department to engage volunteers and sponsors for HomeFront programs and activities
- Monitor established key performance indicators and complete program internal and external reports on deadline
- Ensure and protect agency, employee and participant confidentiality and enforce program guidelines and safety regulations and other duties as assigned.

### **Required Education and Experience**

- Bachelor's degree in Social Work, Child Development, or related field
- Minimum of 5 years of management experience
- Proven ability to implement process improvement initiatives and develop new programming
- Demonstrated experience in change management
- Valid driver's license

### **Preferred Education and Experience**

- Masters Degree in Social Work, Child Development, or related field, or equivalent experience
- Knowledge of state, Trenton, and Mercer County social services landscape
- Experience in the non-profit sector including working with executive teams and volunteers
- Demonstrated experience in social services focused on children and families experiencing homelessness and/or living in poverty
- Knowledge of child development and Adverse Childhood Experiences (ACES)

### **Physical Demands**

- Must be able to lift up to 25 lbs
- Must be able to walk, stand and sit for long periods of time
- Must be able to walk up and down several flights of steps

- Exposure to the outdoors and inclement weather is possible

**Schedule**

- This is primarily a day time role, but flexible scheduling may be required based on activities and needs of the programs, including evenings and weekends

**Travel**

- Some local travel may include accompanying or driving clients to events

**Other Duties**

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities and activities may be added or changed as needed.

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