

Casa Familiar
Youth and Senior Services Director
July 2024

Mission Statement: The mission of Casa Familiar is to enhance quality of life for people living in underserved and underrepresented communities.

Casa Familiar Values: Integrity, Respect, Familia, Culture & Community

What is the Youth and Senior Services Director?

The Youth and Senior Services Director oversees and manages programs and services that cater to the needs of youth and senior populations within the San Diego/San Ysidro communities. This role involves strategic planning, program development, staff supervision, and community outreach to ensure the delivery of high-quality services that enhance these groups' well-being and quality of life. This role will oversee multiple programs and initiatives, which include academic tutoring and support, youth mentorship, summer camp programs, juvenile diversion, and social/emotional enrichment for school-aged youth living. In addition to youth services, this position will oversee Casa Familiar's older adult services, which include, but are not limited to, senior onsite social services, personal development classes, workshops, assistance with social benefit program applications and advocacy, and physical and recreational activities to nurture a happier and healthier senior community. This position collaborates with the Programs Officer and several key leaders throughout the agency to ensure that all programs and services under their purview successfully connect with our youth and older adult population.

Make a Difference through Action

- Incorporate evidence-based models of care into services to maximize program impact.
- Complete all necessary grant and program reporting and proactively communicate trends and best practices.
- Partner with department leaders to identify funding needs.
- Oversee program development, implementation of programs, capacity building, monitoring, and evaluation to ensure successful program delivery.
- Supervise and work closely with direct reports to support program implementation to achieve high-quality, efficient, and impactful program outputs and outcomes following grant agreements, work plans, Casa Familiar expectations, and best practices.
- With the support of the executive team, leads the structuring of needed programs and services, which includes identifying and coordinating the necessary training for staff to complete, documenting processes, and creating a culture of accountability.
- Assists direct reports with outreach plans for programs.
- Attend and actively participate in partner meetings beneficial to youth and senior programs (meetings may occur outside regular work hours).
- Leads problem-solving when issues arise with program participants. Ensures appropriate communication with those involved, including communication with partners when applicable.

Delivering Results

- Manage program budgets, monitor expenses, and allocate financial resources efficiently to support program activities.
- Cultivate healthy partnerships with community organizations, government agencies, funders, and other stakeholders to enhance program impact and sustainability.
- Provide leadership and supervision to program staff, including recruitment, training, and performance management.

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- Establish metrics and indicators to evaluate program outcomes and effectiveness and use data-driven approaches to inform program improvements.
- Serve as an advocate for underserved communities, representing Casa Familiar in community forums, meetings, and collaborative initiatives.
- Ensure staff and organization maintain certifications and training needed to provide services, such as DOJ accreditation.
- Ensure ethical and professional case management is provided to program participants.
- Support Casa Familiar events by participating in various committees.
- Other duties as assigned.

Ideal Candidate Qualifications and Qualities:

- A bachelor's degree in social work, organizational leadership, or any additional field relevant to Casa Familiar's mission and programs is required. Master's degree preferred.
- Minimum five years of experience with community organizing and working alongside underserved and underrepresented communities.
- Minimum three years of experience planning and implementing community-based programming and services.
- A dynamic leader who will develop an environment and culture that ensures that participants, parents and caregivers, and staff thrive.
- Deep passion and commitment to advancing racial, economic, and social justice for underserved and underrepresented communities.

Essential Skills and Requirements

- Experience in Salesforce is preferred.
- Minimum of three years of experience as a supervisor leading teams.
- Strong knowledge of Microsoft Office, Outlook, and Teams preferred.
- Bilingual/bicultural/bi-literate Spanish-English preferred.
- A valid California driver's license and proof of auto insurance are required.
- COVID 19 Vaccination required.

Reports to: Development Officer

Position Type: Regular Full time, Exempt

Salary: \$73,203.20 per year, plus benefits including medical, dental, vision, life insurance, paid holidays, six wellness days, sick time, 401K plan.

Casa Familiar requires that all employees be fully COVID-19 vaccinated. The successful candidate must be fully COVID-19 vaccinated and provide proof before their start date.

To apply, please send a cover letter and resume to HR@casafamiliar.org. Please include your first and last name, along with the position title for which you are applying in the subject line of the email.

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