



**Dakota Woodlands
Job Posting
Program Director**

Job Title: Program Director
Hours: Exempt, Full Time
Pay Rate: \$67,000 - \$72,000 annually

Organizational description

Dakota Woodlands is a nonprofit human services organization located in Eagan, MN that provides shelter and supportive services to families experiencing homelessness in Dakota County. Dakota Woodlands offers a safe and friendly environment for families to transition from being homeless to finding sustainable and independent housing. Families staying at Dakota Woodlands receive nutritious meals, private bedrooms, personal care products, seasonal clothing, and an opportunity to learn life-building skills through an educational curriculum which helps them be successful on their own.

Dakota Woodlands is committed to practicing diversity, equity and inclusion as an organization, and embedding this approach in everything that we do. We welcome candidates who identify as BIPOC, LGBTQ, and people of all genders.

Position Overview

The Program Director's primary responsibility is to manage all aspects of Dakota Woodlands' Residential Program including 24/7 staffing support, resources and referral availability, building external partnerships, monitoring overall flow through shelter, and working with staff to ensure clients' successful exit from shelter. The Program Director will develop and implement the program as part of Dakota Woodlands' Leadership Team.

Areas of Responsibility:

- Provides overall program administration within the organization including staff management, staff support for internal planning, client case management, as well as program review, development, and implementation .
- Assures policies and procedures are implemented consistently, considering individual circumstances and exceptions, as needed.
- Supervises, supports and provides training opportunities for direct service staff and maintains high quality professional standards.
- Assures 24-hour program staffing, scheduling regular and additional staff as needed.
- Meets regularly with staff, conducts staff evaluations, and follows up on goals.
- Assures clients are progressing with the program elements by: meeting and getting to know new clients, communication with external service providers, review of incident reports, review of activity logs, discipline and resident mail distribution.
- Works closely with Facilities Director and Executive Director to provide supplies, food service, and special event planning for the residents.
- Builds community and collaborative efforts to enhance services, mission and image, especially as it relates to the organization's relationship with Dakota County
- Manages program statistical information including reviewing bed checks, client/resident log, case notes, and HMIS data.

- Oversees client financial matters such as collection of client funds, contact with client's county financial worker, maintaining copies of county letters, and ensuring necessary funds are distributed to clients.
- Provides rental references including letter of residency for CDA and letter of reference for court or housing as required
- Attends to personnel and payroll systems in a timely, accurate manner including PTO records and approval.
- Promotes positive teamwork, performs tasks both apparent and delegated.

Qualifications:

- 3+ years of personnel supervision and program management.
- Bachelor's Degree in Social Work or related field.
- Experience in direct client service working with families, preferably in a residential setting.
- Previous experience as a leader in non-profit human service organization strongly desired.
- Ability to represent organization and provide positive leadership.
- Ability to work with multiple concerns at one time. Ability to assess a crisis situation and respond appropriately.
- Ability to work with people of diverse economic, religious, cultural, gender backgrounds; sensitive, caring, flexible, open-minded, mission-driven.
- Licensed Social Worker desired, but not required.

Salary and Benefits:

Salary range: \$67,000 – \$72,000. Salary commensurate with qualifications and experience. Benefits include medical, dental, HSA (for full time only) and basic life, long-term disability insurance, AD+D, 401k retirement plan, PTO (paid time off) bank, and nine paid holidays.

To Apply: Email cover letter and resume to jennifer@dakotawoodlands.org. Applications will be reviewed as received and opportunity will be closed when a qualified candidate accepts the position.