

## FAMILY COLLABORATIVE DIRECTOR JOB POSTING

The Mission, Vision, and Values of Sacramento Steps Forward (SSF) is to end homelessness through leadership, convening partners, data-driven best practices, and improving system performance. Our vision is an equitable community where everyone has a safe place to call home. With focus on Equity, Transparency, Continuous Learning, Human-Centered, Community-Inspired Solutions.

Reporting to the Chief Planning Officer the Family Collaborative Director will have both internal and external responsibilities directly related to implementing and leveraging the Bezos Day 1 Families Fund Grant to end family homelessness in Sacramento. The Family Collaborative Director will partner closely with the SSF Executive Leadership team, members of the Continuum of Care, County, City and other related agencies to meet the goals and objectives of the related grant to support organizations that help homeless families, with the goal that “no child sleeps outside.” The ideal Family Collaborative Director will be familiar with the work of SSF and have content knowledge related to housing and homelessness among families with children. The candidate should have experience successfully facilitating teams to achieve measurable goals.

SSF embraces technology to develop ongoing efficiencies. Currently the office is remote and is looking to be a hybrid operation in the future. This position will be required to report to the office periodically.

Evidence of COVID-19 vaccination will be required as a condition of employment and is mandatory for all SSF staff—full-time, part-time, and independent contractors. Vaccination documentation must be provided to SSF no later than the first day of employment. Vaccination information is completely confidential between the staff member and HR. Reasonable accommodations will be considered as needed.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

- Builds and manages a new family collaborative model.
- Creates and supports a new family focused leadership collaborative inclusive of representatives of upstream systems, major mainstream funders, service providers, the public housing authority, and persons with lived experience.
- Ensures family leadership and collaborative membership is representative of race and ethnicity of families experience homelessness in Sacramento.
- Oversees development of systems wide strategy for addressing family homelessness and coordinating existing and new resources.
- Provides system leadership to coordinates services to most vulnerable families on the By Name List (BNL).
- Ensures that coordinated entry assessment and prioritization of most vulnerable families also addressing racial equity with support from the CoC’s Racial Equity and Coordinated Entry System Committees and SSF staff supporting these committees.
- Develops and oversees a coordinated case conferencing approach specific to families.
- Supports grantees to build capacity and increase successful performance on measurable outcomes.
- Researches and analyzes community needs to determine ongoing program directions and goals.
- Establishes and maintains relationships with other agencies and organizations in the community to meet community needs and to ensure that services are not duplicated.
- Acts as consultant to agency staff and other community programs regarding the interpretation of program-related federal, state, and county regulations and policies.
- Speaks to community groups to explain and interpret agency purposes, programs, and policies.
- Analyzes proposed legislation, regulations, or rule changes to determine how agency services could be impacted.

### **General Grant Administration**

- Establishes and oversees administrative procedures to meet objectives set by the executive team, and the related grant funders.
- Recruits, interviews, and hires staff as necessary.

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- Directs activities of professional and technical staff members.
- Evaluates the work of staff to ensure that programs are of appropriate quality and that resources are used effectively.
- Implements and evaluates staff and service delivery.

### **Systems Coordination, Data Integration and Reporting**

- Oversees developments and management of a comprehensive quality by name list (BNL) for families by integrating other systems data including: Education, VA, CalWORKS, child welfare, domestic violence, and health.
- Participates in the determination of organizational policies regarding such issues as participants eligibility, program requirements, and program requirements, and program benefits.
- Prepares and maintains records and reports, such as budgets, personnel records, or operations manuals.

### **System-Level Outcomes and Learnings Investment**

- Develops and publishes communication and education materials.
- Establishes and maintains a robust evaluation of impact and learning from a new system level approach.
- Oversees methods for data exchange and data quality with systems including county human assistance and child welfare, VA and school systems.
- Determines and oversees provision of provider capacity training to support and engage in the best practice of delivery and coordination of services.
- Ability to get along and work effectively with others.

### **Re-grant Funds Administration**

- Creates and implements competitive and non-competitive processes for awarding pass-through funding to subgrantees. Examples of non-competitive subgrantees include 211, Child Protective Services, and Sacramento County Office of Education.
- Plans and administers budgets for programs, equipment, and support services passed through SSF to subgrantees.
- Coordinates and secures reporting from subgrantees.
- Provides troubleshooting and technical assistance as needed.

### **Racial Equity Implementation**

- Interfaces with the Racial Equity and Inclusion Specialist.
- Incorporates racial equity goals into work plans.
- Conducts regular equity data reporting and analysis.
- Continuously evaluates and revises CES assessment processes to address disparities.
- Provides equity training and education that is free and open to the community.

### **Other Responsibilities**

- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.

### **Ideal candidates will possess the following knowledge, skills and abilities:**

- Exceptional communication with supervisors, peers, subordinates, and community partners by telephone, in written form, e-mail, or in person.
- Excellent information gathering by observing, receiving, and otherwise obtaining information from all relevant sources.
- Excellent organization, planning, and prioritizing work, developing specific goals and plans to accomplish objectives.
- Excellent critical and analytical thinking, using logic, reasoning and analysis to address complex problems.

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- Excellent problem solving and decision making, applying critical thinking skills to solve problems by generating, evaluating, and implementing solutions.
- Excellent teamwork, working cooperatively with others to complete work assignments.
- Proficiency with database user interface and query software, Google and Microsoft Office suite software, presentation software, and spreadsheet software, and Asana.
- High level of comfort in taking initiative and willingness to navigate new situations.
- Can support, promote, and ensure alignment with the organization's visions and values.
- Thrive in a fast-paced environment with an ability to juggle multiple priorities simultaneously.
- Good interpersonal skills including relationship and trust building, communication and listening, and personal engagement.
- A deep passion for working with people experiencing homelessness (prior lived experience a plus).

### **Education and/or Experience:**

Bachelor's degree (B.A.) or equivalent preferred; or five to ten years related experience and/or training; or equivalent combination of education and experience. Preferred Master's degree (M.A.) or equivalent in public administration, public policy, social work or another relevant field or equivalent combination of education and experience. Minimum 2 years supervisory responsibility.

### **Compensation and Benefits:**

Compensation range DOE.

Full-time, exempt, position with benefits; health, dental, and vision, 401k, accrued time off and paid holidays.

### **To Apply:**

If you qualify, please submit your application, cover letter and resume to [jobs@sacstepsforward.org](mailto:jobs@sacstepsforward.org); once submitted we will be in contact with you. You will find the employment application [HERE](#).

The position will be open until filled. Please do not contact Sacramento Steps Forward Directly. No phone calls or personal visits will be accommodated without an appointment. Staffing and recruiting agency please do not respond.

We strive for inclusivity, equity, and diversity by attracting extraordinary people from diverse backgrounds and lived experiences. We seek to employ an all-star team of people who vary by their race and ethnicity, gender identity, sexual orientation, nationality, age, culture, religion, veteran status, physical and mental abilities. We promote equal opportunity in the recruitment, selection, training, compensation, promotion, and benefits of all employees.

Sacramento Steps Forward is committed to the principles of being an equal opportunity employer. Sacramento Steps Forward organizational policies, practices, programs, activities and decisions regarding employment are not based on a person's race, color, sex, age, sexual orientation, gender identity, religion, national origin, disability, veteran status, parental status, housing status, or other protected status, in accordance with applicable law.

Sacramento Steps Forward is committed to the full inclusion of all qualified individuals. In keeping with our commitment, Sacramento Steps Forward will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact [jobs@sacstepsforward.org](mailto:jobs@sacstepsforward.org).

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