



ROLE DESCRIPTION: PROGRAM DIRECTOR

The primary role of the Program Director at The Family Room is to oversee all details directly pertaining to the actual time that families spend together at TFR to ensure that that time is safe, staffed, organized, educational, therapeutic, and ultimately helpful in facilitating positive family time and assessing parental capacity.

The following are duties expected of the Program Director:

- Recruit volunteers as needed
- Schedule volunteers and function as the liaison for all scheduling updates and changes
- Receive and review referrals to the program
- Coordinate with birth parents, foster parents, and DHS caseworkers to establish a weekly schedule for family time
- Coordinate ongoing transportation for each child
- Oversee meal preparation and execution
- Build trauma-informed relationships with each parent and child
- Provide professional education, guidance, and feedback to parents as needed
- Take regular and ongoing inventory of program supplies and restock as necessary
- Provide weekly visitation summaries to each family's DHS caseworker
- Complete a Program Summary and Parental Assessment for each family prior to every court hearing
- Attend family court hearings and DHS meetings as schedule permits
- Advocate for individual families and provide outside support for families on a case-by-case basis, as approved by the Executive Director and, if appropriate, the Board of Directors
- Complete and submit monthly program reports to the Executive Director
- Participate in regular clinical supervision with the Executive Director
- Attend trainings as requested



The following are minimum qualifications for the Program Director:

- Bachelor's Degree in a social services related field
- Two-years experience in direct client services with a relevant client population
- Clinical parental capacity assessment skills
- Professional writing and reporting skills
- De-escalation and conflict resolution skills
- Proficiency in Gmail, Google Docs/Sheets, Microsoft Word, and Microsoft Excel

The Program Director position is a 20-40 hour per week position based on number of supervised visitation sites. Hours are dependent on each visitation site's hours of operation and will include evenings (weekly) and weekends (2-3 times annually). Wednesdays are protected office hours. Flexible non-office hours are permitted.

The Program Director is supervised by the Executive Director and can expect weekly check-ins, bi-monthly clinical supervision, and annual performance reviews. The Program Director supervises site volunteers and provides as-needed volunteer feedback and training.

Amendments to this Role Description can be made with the agreement of both parties.

(Please note that certain COVID restrictions are still in effect, per recommendations from the CDC and Oregon's Governor's Office. As recommendations change, TFR's in-person procedures will change as well.)