

Job Opening: Social Services Director (Full-Time)

Dar Al-Hijrah Islamic Center - Social Services Office

The mission of the Dar Al-Hijrah Social Services Office is to provide services of faith and care to the community. Dar Al-Hijrah (DAH) serves a large, diverse immigrant, refugee community. Many of the families we serve lack equitable access to affordable housing, health care and secure employment. In response, we offer a wide spectrum of programs in response to these needs as they evolve.

Position Overview:

Dar Al-Hijrah Islamic Center (DAH) is seeking a dedicated and compassionate Social Services Director to lead our Social Services department. Our mission is to provide faith-based and culturally sensitive care to a diverse immigrant and refugee community. The Social Services Director plays a vital role in enhancing the well-being of community members by offering a wide spectrum of programs that address their evolving needs. This full-time position is a member of the DAH Executive Team and reports to the Executive Director.

Key Responsibilities:

- **Program Leadership:** Design, develop, and implement comprehensive programs to support individuals and families in the community.
- **Program Evaluation:** Monitor and assess program effectiveness through data collection, analysis, and reporting, making data-driven adjustments to improve outcomes.
- **Client Support:** Provide case management services to community members facing challenges such as financial difficulties.
- **Cultural Sensitivity:** Ensure all services are culturally sensitive and aligned with Islamic values.
- **Community Outreach:** Collaborate with local organizations, community partners, and government agencies to enhance resource access. Organize and participate in outreach events to promote service awareness.
- **Collaborative Partnerships:** Build and maintain positive relationships with stakeholders, including community leaders and service providers.
- **Supervision and Team Management:** Oversee a team of case managers and support staff, providing guidance and professional development.
- **Resource Management:** Manage budgets, grant applications, and fundraising efforts to ensure sustainable funding.
- **Documentation and Record-Keeping:** Maintain accurate and confidential records, case notes, and program documentation.

- **Crisis Management:** Provide leadership and support during emergencies, coordinating resources as needed.

Qualifications:

- Master's degree in Nonprofit Management or related field, or 5 years of progressive experience.
- Proven experience in social service program development, implementation, and evaluation.
- Strategic vision to identify and address root causes of challenges.
- Proven experience in securing grant funding.
- Strong interpersonal and communication skills, with the ability to connect with diverse individuals and families.
- Leadership and team management experience.
- Excellent organizational and problem-solving skills.
- Ability to work collaboratively with religious leaders, community members, and external partners.
- Proficiency in relevant software applications for data management and reporting.

How to Apply:

Interested candidates should submit a resume and cover letter detailing their qualifications and experience to ed@hijrah.org by January 1, 2025.

Join us in making a meaningful impact in our community through compassionate and culturally sensitive social services.