

**Job Description: Program Director**

**Vision Statement:** Our vision is to see women transformed and able to live God’s dream for their life.

**Mission Statement:** “Equipping women, through the love of Christ, to rebuild, renew, and restore their lives from the effects of domestic abuse and addiction.”

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| **Position:** Program Director | **Department:** Programs | **Responsible To:**  Executive Director |
| **Status:** Full Time, Exempt, 40+ hours weekly, weekends and overnights as needed. | | |

**Description:** To contribute to fulfilling the vision and mission of SHOH as an extension of the organization’s leadership by serving as supervisor to program students, staff, and volunteers.

**Responsibilities:**

* **Leadership Responsibilities** 
  + Attend all leadership meetings to provide department updates and receive assignments.
  + Attend all staff meetings to provide case review/updates with support staff.
  + Active participation in monitoring and providing data for the annual program budget.
  + Monitor and respond to communications.
  + Provide weekly program/case updates to the Executive Director.
  + Provide monthly program stats to the Executive Director.
  + Supervise program staff/volunteers:
    - Participate in interviews to fill staff positions.
    - Maintain work schedules for program support staff ensuring continuity of coverage.
    - Engage program staff for skills and training in the program setting.
* **Program Management**
  + Coordinate quarterly program schedules along with the Program Associate.
    - Arrange class times and classroom use, confirm facilitators, order curriculum.
  + Oversee Genesis Process (group) each quarter.
  + Oversee morning devotion time for program students.
    - Fill in for facilitators, as needed.
  + Provide and facilitate student services & case planning with the Program Associate:
    - Prescreen and schedule intakes
    - Perform or oversee intake processes.
    - Write and manage case plans along with the Program Associate.
    - Oversee or perform discharge and move out processes.
    - Coordinate program completion celebrations.

**Requirements:**

* Demonstrates a committed personal relationship with Christ that shows commitment to following biblical principles, including regular accountability to a local body of Christians.
* Demonstrates behaviors and character traits of a mature Christian.
* Demonstrates excellence in ministry to women and women with children.
* Enthusiastically supportive of SHOH’s Statement of Faith and can sign in agreement.
* Participation by attendance, public speaking and serving at SHOH’s outreach and fundraising events.
* Will pass a criminal background check and have a current driver license and vehicle insurance.
* Agree with Core Values and Cultural Practices.

**Education/Experience:**

* A degree in Humanities, Behavioral Science, Social Work, or Social Services is preferred.
* Experience in recovery tools and residential recovery management is required.

**Skills and Abilities:**

* Ability to use/manage work tools, i.e., case notes, computers, time keeping app, copier, cloud services.
  + A working knowledge of Microsoft Office is required.
* Ability to work independently or with a team to accomplish tasks is required.
* Cooperation with executive leadership is required.
* Demonstration of personal accountability in recovery skills: healthy personal boundaries, recovery tools, personal finances, and managing workload. Ability to regulate self with emotions with dedication to honesty, vulnerability, and transparency.
* Demonstrate good decision-making time management and communication skills and be responsible, mature, and flexible.
* Skills to operate in the model of servant leadership is preferred.

**Benefits:**

* Salary is $45,000 - $50,000 and commensurate with experience and education.
* A flexible schedule is available; schedule changes should be arranged/approved in advance.
* Annual PTO: 80 hours vacation, 40 hours sick leave, and 6 paid holidays.
* A small office atmosphere where team members are provided development and coaching.
* A health benefit with HRA for approved medical expenses is available to full-time employees.

By my signature below, I state that I have received a copy of this job description and have reviewed the terms and have been provided the opportunity to review any questions with leadership at SHOH.

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Signature of Employee Date Signed

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Signature of Witness Date Signed

STATEMENT OF FAITH

Shirley’s House of Hope (SHOH) is committed to the proclamation of the Gospel in this ministry as we obey Christ’s command in The Great Commission. Therefore, all employees of SHOH are committed to the following:

1. We believe in the verbal, plenary, inspiration of the Bible. We believe His word to be infallible and inerrant, our supreme authority in all matters of faith and conduct.
2. We believe in the One True God expressed as Father, Son, and Holy Spirit: eternally existent.
3. We believe in God the Father, Creator of Heaven, and Earth; Sovereign over all.
4. We believe in God the Son—God manifest in flesh—the Lord Jesus Christ, the world’s only Savior. We believe in His pre-incarnate existence, His virgin birth, His sinless life, His vicarious death, burial and bodily resurrection, His ascension into heaven, His present mediatorial ministry, and His imminent personal return in power and glory.
5. We believe in God the Holy Spirit, who convicts the world of sin, regenerates all believers, indwells them, and enables us to live holy lives of witness for our Lord Jesus Christ.
6. We believe in the sinfulness of humankind. We believe that mankind is born separated from God and is subject to His eternal wrath and condemnation because of sin.
7. We believe in the salvation of everyone who confesses their sins, accepts God’s forgiveness, and believes that Jesus is Christ the Lord. Salvation is provided freely by God’s grace through the shed blood, sacrificial death, and bodily resurrection of our Lord Jesus Christ. Salvation is not obtained by our own works but is evidenced by good works once we receive this gift.
8. We believe in the bodily resurrection of all the dead: believers to the full enjoyment of eternal life in heaven; unbelievers to the full condemnation of eternal death in hell.
9. We believe in the local church and the importance of it in edifying and equipping the believer for the work of the ministry. Every believer should be a part of a local church, serve in the church and be accountable to the church.
10. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one’s biological sex is a rejection of the image of God within that person.
11. We believe the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that marriage between one man and one woman, for life, uniquely reflects Christ’s relationship with His Church (Eph. 5:21-33). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
12. We believe that any form of sexual immorality (including adultery, fornication, cohabitation, homosexual behavior, rejection of one’s biological sex or use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).
13. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11).
14. We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the ministry.
15. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

By my signature below, I state my commitment to uphold this Statement of Faith, that I have received a copy of this document and that I have been given the opportunity to discuss any questions or concerns with the leadership at SHOH.

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Signature of Employee Date Signed

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Signature of Witness Date Signed

**Shirley’s House of Hope Core Values**

1. Christ-Centered – Every aspect of our life and work involves Christ and the reality that His glory informs everything we do.
2. Integrity – A choice to act consistently with honor, humility, truthfulness, and moral conviction regardless of circumstances.
3. Compassion – A relational process of valuing others, recognizing their pain or suffering and taking action to help.
4. Continual Growth – Commitment to continues personal development for us and those we serve.

**Cultural Practices**

Shirley’s House of Hope has four core values that undergird all that we do. To support those core values and build a culture that uplifts people, the following key cultural practices will characterize the ministry.

1. **Listen Generously.** Listening is: Giving your undivided attention. Being present and engaged. Minimizing distractions and letting go of the need to agree or disagree. Suspending your judgement and being curious to know more rather than jumping to conclusions. Not interrupting or finishing someone’s sentence. Listening to understand. Assuming the other person means well and that their intent is positive. Setting aside judgements and preconceived notions. Giving others the benefit of the doubt.
2. **Collaborate.** Share information and work together. Learn to ask, “Who else needs to know this?” Be available for your teammates. Collaborate internally and with our volunteers, local churches and other ministry partners to find better solutions. It’s not about you. Don’t worry about who gets the credit or take things personally. Step into another role or help a coworker when that’s needed for success. We win and lose as a team.
3. **Keep things fun.** Remember the world and our guests have bigger problems than most of the daily challenges that distract us at work. Stuff happens. Keep perspective. Don’t take things personally or take yourselves too seriously. Smile and laugh every day. Connect socially as a team often. Build a positive atmosphere
4. **Honor Commitments.** Keeping your word earns people’s trust. Do what you say you’re going to do when you say you’re going to do it. Be on time for all phone calls, appointments, meetings and promises. Allow extra time for surprises and delays and don’t let these become excuses. Start on time and end on time. Get back to people quickly letting them know you received their request and are “on it.”
5. **Practice blameless problem solving.** Look for a solution rather than pointing fingers or dwelling on problems. Take responsibility and don’t make excuses. Identify lessons learned and improve ourselves and our processes so we don’t make the same mistake twice. Embracing problems recognizing it’s an opportunity for the team to win or learn from it.
6. **Protect Families.** Our families are critically important. Be generous with one another when it comes to family commitments – time with family, sick children, needs of parents, loss of a loved one. Shirley’s House of Hope is also a family, and let’s treat one another like family members.

This is the end of your primary job description. Please take note of any additional pages, as described in this Job Description, if applicable.