

# Ruth Harbor Ministries Job Description: Program Director

## **Organizational Mission** *(why we exist)*

Through grace, Ruth Harbor Ministries provides Christ-centered homes, programs, and comprehensive services resulting in positive life change for young moms who are facing unplanned pregnancies or parenting young children. More than a shelter or home, Ruth Harbor is also a program which includes life-coaching, medical care access, professional counseling, spiritual guidance, education support, employment or volunteering encouragement, and parenting training and/or adoption assistance at no charge. Learn more at [www.RuthHarbor.org](http://www.RuthHarbor.org).

## **Environment & Culture** *(who we are)*

We are a team and fully support each other so that together we can accomplish more. We enjoy wit, humor, and comradery so working together is filled with laughter, however we are serious about working hard with everyone putting forth our best effort and paying attention to the details. If you are passionate about helping others and have a heart for reaching out, Ruth Harbor may be a good fit for you. Above all, we seek to live out the Gospel of Jesus Christ through the way we work and interact.

## **Position** *(living into our mission / overview)*

The Program Director reports to the Executive Director and has oversight of all programming and related team members that support and serve our clients. This individual is in charge of continually assessing resident needs and developing and implementing plans and programs to address those needs including staffing needs to execute those plans and programs. The ideal person for this position is highly-motivated with strong organizational and interpersonal skills, leadership skills, and enjoys helping a team provide life-change opportunities to the women and children we serve, which is critical to achieving the mission. This position is challenging, requiring diverse skills and strong multi-tasking abilities. The Program Director has significant responsibility and plays a critical role in problem-solving, hiring, developing, and leading the direct services team members (Counseling and House Parent staff).

## **Responsibilities** *(specific areas owned by this position)*

Interview, hire, supervise, and develop all program-related staff (including annual appraisal and updated job descriptions, as needed).

Develop, implement, and maintain programming that supports the mission of providing opportunity for life-change for each client (i.e. life-skill training, curriculum, healthy relationships, and effective parenting when applicable, etc.).

Oversee, delegate, and/or complete the case work for clients (admissions, documentation, discharge planning).

Develop a written interdisciplinary care plan for each client. Each client is encouraged, evaluated, and held accountable for progress on their care plan through bi-monthly meetings.

Partner with house parents to oversee the residential experience of clients, insuring the greatest possible positive impact of the Ruth Harbor program toward our mission (e.g. house schedule, boundaries, implementing programming, spiritual leadership, safety and well-being, life-skills training, etc.).

Support and provide long-term, well-being of live-in staff (e.g. time off, regular meetings for support/prayer, adequate backup staff when they are off duty, and new program ideas/development).

Partner with the Executive Director and other staff to maintain relationships with other agencies and individuals in the community related to the day-to-day operation of the homes and programming (i.e. doulas, mentoring moms programs, volunteer opportunities, partner employers, adoption agencies, pregnancy help centers, schools, counselors, juvenile court officers, Dept. of Human Services, etc.).

Have the ability to cover the home in emergency situations or when short-staffed. This includes overnight shifts when necessary.

Connect with agencies, organizational partners, and other entities as a means of recruiting clients.

Oversee the monthly house staff coverage calendar and house activity calendar; make available to all Ruth Harbor staff.

Shadow each group home staff member on at least a monthly basis.

Provide written summary of shadowing in the home to the Executive Director monthly (i.e. covering the strengths, concerns, and assessment of the visit).

Attend staff meetings (currently 2 times/month).

Attend monthly one-on-one meetings with Executive Director to review questions, concerns, exchange feedback, celebrate accomplishments, and identify needed support in your role.

Work collaboratively with Executive Director to review house budgeting and maintenance of the home/grounds.

Work collaboratively with the Development Specialist on community relations.

Oversee compliance of direct services with state licensing requirements and best practices.

Maintain open communication, professionalism, and respect of supervisor (i.e. Executive Director) at all times via e-mail and scheduled meetings.

### **Qualifications** *(what you need to be able to do this job well)*

#### **Required**

- Degree from an accredited school and/or equivalent experience
- A heart for helping and serving people

- A professional demeanor and the highest level of discretion for management of confidential information
- Self-starter with strong problem-solving, analytical & decision-making skills who can manage projects with minimal guidance and be very motivated
- Must be detail-oriented with excellent verbal and written communication skills
- Must be able to successfully multi-task, learn new processes quickly, and collaborate with others giving priority in following-through and producing overall quality work
- Submit to and receive clearance for criminal and abuse background checks
- Must be proficient in basic computer programs such as Word, and Excel
- Provide contact information for four references including a pastoral or ministry-based reference

### **Strongly Desired**

- Experience with and/or knowledge of social services
- Experience with and/or knowledge of group home living and dynamics

### **Are you a good fit?** *(considerations for selecting the ideal candidate)*

Ruth Harbor places great emphasis on teamwork and supporting each of your coworkers. We require people to be a good fit with our philosophy of how we work as a team. We need people who are hard-working, consistent, and take initiative. Listening skills and critical thinking are paramount. Open-mindedness and being comfortable in giving and receiving feedback is essential. Being flexible with change and able to work in a sometimes-chaotic environment is necessary. Especially since Ruth Harbor is faith-based, all team members must ascribe to the Ruth Harbor Statement of Faith, be committed to the sanctity of human life perspective, and be capable of maintaining a neutral stance on the question of adoption vs. parenting. Must be a committed follower of Christ and be willing to share your testimony, with gentleness and respect as in 1 Peter 3:15.

### **Additional Information**

**Starting date:** Effective on DATE

**Job hours:** This is a part-time position, approximately 30 hours per week

**Compensation:** \$20 to \$24 per hour based on experience

**Confidentiality:** This position includes access to sensitive and personal information thus requiring a confidentiality agreement to be signed and honored