**JOB DESCRIPTION| ST. MATTHEW’S HOUSE**

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**POSITION**: Program Director of Justin’s Place Women’s Program

**DEPARTMENT**: Justin’s Place WRP

**ACCOUNTABLE TO**: Vice President of Programs

**DATE WRITTEN/REVISED**: May 2020, DPG

**STATUS:** Exempt, Key Employee

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**GENERAL SUMMARY**

Directs the Justin’s Place Recovery Program and Jill’s Place facilities in Alva. Oversees and assists in Programming associated with Justin’s Place Programs. The Program Director ensures that both the recovery community and operations are functioning properly. The Program Director will guide and train the Recovery Team, with particular emphasis upon managing Program Managers and employees assigned. In addition, the Program Director acts as the team member of the JP Program and works in conjunction with other sites to ensure that programs provide continuity. The Program Director ensures that the overall program plans/goals adhere to St. Matthew’s House mission statement. The Program Director will be responsible for providing program documentation which includes the defining of program outcomes, development of program elements and functions, evaluation methods, and metrics. Program Director will also produce standards for client documentation and train staff members to manage client documentation/progress notes/admittance and discharge summaries. Serving as an advocate for all clients, the Director helps provide services that will enable clients to walk in faith while learning to fully function independently and within a healthy community. St. Matthew’s House is a faith based 501(c)(3) charitable organization that exists to transform lives in a spiritual environment that is both compassionate and disciplined.

**ESSENTIAL LEADERSHIP TASKS**

* Continually seeks guidance and direction from immediate supervisor: Vice President of Programs, in order to fully incorporate the vision of St. Matthew’s House President and Board of Directors
* Responsible for ensuring the Recovery Team and staff is functioning properly and adhering to their respective roles
* Collaborates with the Justin’s Place Leadership Team to ensure program success in areas of joint programming – Men’s and Women’s Alumni/Aftercare Program, Family Programs, and other programs that may be developed
* Regularly meets with other key players on team in order to discuss and evaluate individual progress; prepares accurate and up-to-date records (via case notes) documenting same
* Performs annual reviews for all staff under his/her direction and recommends pay increases and improvement plans if and when appropriate
* Becomes proficient in learning program curriculum and will ensure staff is trained and/or certified in the process
* Facilitates Bible Studies, classes, training, and community activities while ensuring staff participation
* Provides monthly updated report to immediate supervisor: VP of Programs, as well as periodic updated progress reports per CEO’s request
* Attends all required scheduled meetings
* Develops and manages annual budget and reports progress quarterly
* Ensures proper protocol adherence to all policies and procedures as they relate to the recovery program and facilities
* Works in conjunction with St. Matthew’s House Operations Department to ensure facilities are maintained at a high standard, completes appropriate work orders and follow up
* Ongoing; analyses and improves program outcomes and elements. Provides professional documentation on all aspects of programming.
* Occasionally attends meetings with representatives of other agencies to keep the community up to date regarding Justin’s Place, as well as keeping St. Matthew’s House up to date on services provided through outside agencies
* Helps assist other departments with scheduled tours if need arises
* Coaches team and clients through personal example and discipleship
* Ensures that the program community has appropriate staff coverages at all times, develops problem escalation/de-escalation plans
* Allows for flexibility in job description as other tasks develop within the recovery program

**PERSONAL CHARACTERISTICS AND SKILLS**

Decisive Administrative

Active in Church Service Self-Starter

Honest God honoring

Faithful Develops Others

Takes Ownership Teacher/Pastor/Leader

**SPECIFICATIONS**:

Education/Experience: Master’s Degree, Professional Addictions Recovery Training, or Biblical Counseling Certification or Licensure, preferred. Bachelor’s Degree and/or 10 years’ experience required.

Confidentiality: Works with highly confidential information.

Mental/Visual Demands: Flow of work requires normal mental and visual capabilities.

Physical Demand: Must be able to stand for a minimum of 4 hours at a time and life at

least 25 pounds. Must be able to bend or kneel to the ground.

Working Conditions: Normal office environment. Some travel will be required among

facilities.

**DISCIPLESHIP STATEMENT**

Your position with St. Matthew’s House and the relationships you will form with our Justin’s Place Clients and Shelter Program Residents requires strict compliance with Christian Principles and our various employment policies. It is expected that you behave as a disciple and display your commitments to Christ while employed by St. Matthew’s House.

I have read and understand my Job Description. I further understand this Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or working conditions associated with my job. I may be required to perform additional tasks necessary to meet the St. Matthew’s House Mission & Core Values.

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Employee's Signature Date Supervisor's Signature Date