



Job Description

Position: Program Director New Way Ministries

Responsible to: Executive Director,
Christian Hope Association

Classification: Exempt

Job Summary: The Program Director is responsible for overseeing the residents and resident related staff & programs of New Way Ministries. New Way Ministries is a transitional housing program with the ability to serve up to 27 women and their children. The Program Director will lead and supervise all clinical staff and residents, as well as program development & operations. This individual will maintain strong partnerships with local social service providers and agencies. Additionally, they will collaborate with the Executive Director on staff development, pertaining to resident care. The Program Director will be part of the Christian Hope Association leadership team, participating in weekly meetings and occasional conferences or speaking engagements, that raise awareness of the mission and function of New Way Ministries.

Qualifications: The ideal candidate will have a combination of both education and life/work experience that has demonstrated an ability to fulfill all aspects of the job description. A minimum of a 4-year degree in a related field and 4+ years of directly related experience. This individual will have a committed and active relationship with Jesus Christ as their Lord & savior, holding to a Biblical worldview, with the desire to share the Gospel with others. **The ideal candidate would possess strong knowledge and experience working with mental health needs, case management, trauma-informed care, and addiction recovery as well as experience/knowledge working with the issues of homelessness, poverty, and domestic violence.** Cooperative, positive, creative, resilient, courageous, consistent, balanced, kind, and empathetic, are all characteristics highly valued in a potential candidate.

In addition:

- Strong leadership skills and experience in managing others with honor and integrity
- Excellent written and verbal communication skills
- Comfortable and effective in an intermittently high-stress environment
- Understands and implements healthy and appropriate relational boundaries
- Ability to solve problems and deal calmly in a crisis or confrontational situation
- Strong conflict resolution and interpersonal skills
- Ability to build positive relationships with a variety of personalities/people
- Knowledge of community resources and desire to connect with related service providers
- Ability to maintain confidentiality
- Adaptability and flexibility in an environment that lends itself to frequent changes
- Desire to work as part of a team
- Ability to successfully pass pre-employment criminal background screenings and comply with our drug-free workplace policies.

Time Commitment: Full Time, salaried position, some flexibility around schedule. Must work Tuesday evenings for program night. Otherwise, typically this position would be M-F daytime hours.

Duties and Responsibilities:

Primary Responsibilities:

- Create, implement, and manage a program strategy to promote an environment of healing and restoration for clients of NWM (with collaboration and support from the CHA Executive Director). To potentially include phases and in-house education related to mental health.
 - Ensure all program elements operate consistently with NWM's mission, vision, and values. Uphold high standards of moral and ethical conduct throughout the program.
 - Daily supervision of case managers including continuing education and training. Recruit & hire additional case managers when needed.
 - Establish and maintain collaborative relationships with various support and social service organizations.
 - Ongoing development and modifications of client-related programs and curriculum (including teaching related curriculum) to maintain effectiveness and relevancy.
 - Prepares report for and attends Board meetings, as requested by the CHA Executive Director and/or Board Committee.
 - Manage and update all resident policies and procedures and contribute to staff policies and procedures pertaining to direct care of residents.
 - Organize various client events throughout the year including holiday and client appreciation events.
 - Collaborate with leadership in conducting bi-monthly staff meetings or trainings.
 - Strategic planning for facilities and program in conjunction with Board and CHA Executive Director.
 - Attend speaking engagements at the request and discretion of the CHA Executive Director.
 - Other duties as assigned by CHA Executive Director or CHA Board.
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Program and Training:

- Coaching and oversight of the daily operation of the New Way program and clinical staff
- Conducts weekly meetings with case managers
- Performs intake interview of potential clients and decides who to admit
- Consults in client exits, including evaluations, and end of stay procedures
- Curates Life Skills classes and builds out quarterly schedules in advance
- Facilitates House Meeting and Program Night
- Facilitate, alongside the CHA Executive Director, monthly all-staff meetings (biweekly) including the organization of staff trainings on related topics

Compensation & Benefits:

Salary Range Starting at \$70,000 annually, depending on qualifications

100% Employer funded healthcare for Program Director with a Gold Level Plan

3 weeks paid vacation annually

8 paid holidays off per year