Dorothy’s House Program Director

Non-profit, holistic, residential recovery

Reporting to Founder

Hours - 40+/week, hours are flexible and will vary and may include early mornings, late hours and weekends. Includes time both in and out of the home.

Travel Requirements are limited

Education/Experience: Minimum bachelor’s degree from an accredited college or university preferably in behavioral or social sciences, social work, psychology, childhood education, education counseling, or a related field and have at least 5 years experience in the field of child care, education, counseling or residential treatment with at least one year in an supervisory capacity.

Summary: The Program Director provides leadership, oversight and supervision of the direct care providers, volunteers and program participants. Program Director is responsible for continuous improvement and quality of program design, implementation and results so that the participants may benefit from the pillars of care provided including physical health, mental well-being, spiritual recovery and skills. This position provides the overall direction of all staff, assumes a key leadership role in the area of human resources, operational plans, compliance, program evaluation, licensing and budget management. Program Director insures goals are achieved by providing direction, monitoring and reviews. Duties and responsibilities include but are not limited to:

Operational
- Ensure overall programming quality
- Supervise existing staff
- Assist in interviewing and recommending for hire new employees
- Regular 1:1’s and annual reviews of existing staff. Assess need for training, and developing plans for implementing training
- Oversee development of existing and new programming
- Define, implement, evaluate and refine program curriculum and procedures
- Build a culture of teamwork and empowerment
- Develop quality improvement plans and communicate effectively with Founder
- Oversee policy and procedures including, but not limited to:
  - Record Keeping
  - Intake
  - Health & Safety
  - Clinical Services
  - Educational and vocational plans
  - Volunteers
- Ensure consistent enforcement of policy and procedures with staff and participants
- Create an environment for positive/productive volunteer experiences
Organizational/Leadership
- Lead weekly staff meetings
- Supervise all program operations
- Oversee/make recommendations for needed program and policy changes
- Build a healthy, trusting, cohesive team that works cohesively toward the mission of the program
- Define, improve, implement, evaluate Dorothy’s House program curriculum
- Participate in the creation of and comply with strategic plans, operational plans, program goals and budgets
- Maintain relationships with community resources/partners

Personal
- Lead by example in modeling a healthy lifestyle across all aspects of the program (physical, mental, spiritual, skills)
- Provide leadership, direction, guidance, support and encouragement to staff and participants
- Practice and teach healthy boundaries to staff and participants
- Navigate interpersonal conflict with love, honesty and integrity
- Provide support during crises as needed

Other
- Never have been shown by credible evidence to have abused, neglected, sexually exploited or deprived a child or adult or to have subjected any person to serious injury or harm was a result of intentional misconduct as evidenced by an oral or written statement to this effect obtained at the time of application.
- Strong, healthy connection to faith, family and community
- Written references
- Willingness to participate in training/continuing education
- Satisfactory criminal history background check and fingerprint records check
- Clean driving record

General Skills
- Ability to juggle a variety of responsibilities and work flexibly to accommodate changing needs
- Strength based leadership/management style
- Remain calm in the face of crisis
- Team oriented, empowering
- Self-motivated
- Strong organizational skills
- Professional demeanor
- Be in good health, able to walk, light lifting