



## **Job Posting**

### **Position Description**

**Report to:**

**Hours:**

**FSLA Status:**

**Program Director**

**Executive Director**

**Full- time**

**Exempt**

### **APPLICATION PROCESS**

Please submit a resume and cover letter to: [resume@rosehaven.org](mailto:resume@rosehaven.org) by **March 7, 2017**.

### **Primary Purpose**

- Overall program supervision and evaluation of program staff including interns and program assistants within Rose Haven's policies and guidelines
- Professional services leadership and direction for Rose Haven's advocacy and direct services
- Assist with coordination of strategic planning, program development and implementation in advocacy and direct services

### **Skills and Qualifications**

- Master's Degree in in social sciences, social services, social work or equivalent related field preferred
- Has three or more years of experience in administrative and direct service supervision involving a nonprofit association, or agency in a social service environment
- Comprehensive knowledge of local resources to serve women and children experiencing homelessness, domestic violence, mental illness, addiction and other disruptive life events
- Working knowledge, skills and experience in cultural diversity and demonstrates a keen awareness and sensitive toward the diversity of human experience as it relates to race, religion, ethnicity, mental capacity, physical ability, sexual orientation gender identity and age
- Demonstrates interpersonal, communication and supervisory skills
- Relevant computer/technology literacy and proficiency
- Demonstrates passion for mission, values and service philosophy of Rose Haven
- Demonstrates competency in area of team building and supports a collaborative service model
- Crisis management skills
- Ability to multi-task
- Valid driver's license
- Access to vehicle as needed for work related purposes

### **Primary Responsibilities**

- Train and supervise all program staff, volunteers and interns on agency policy, procedures, direct support and use of Apricot (guest management system)
- Provide direct support for all new and returning Rose Haven guests through intakes and advocacy
- Develop, coordinate and facilitate onsite and offsite BLOOM programs including Rent Well, dental day, wellness and education classes on an ongoing basis
- Develop and coordinate, with the Executive Director and other members of management, programs and advocacy services for guests
- Build staff training calendar utilizing outside resources and person educational foundation in areas that are relevant to Rose Haven i.e. boundaries, mandatory reporting, conflict resolution, suicide prevention and other assorted topics
- Supervise and support program staff and volunteers
- Coordinate agenda for weekly team meetings with Executive Director and Operations Manager
- Coordinate weekly program staff scheduling
- Respond to issues affecting staff morale and relationships with regards to self-care and team building
- Develop and maintain good relationships with key leaders in partner agencies
- Support Development Officer by providing accurate service data and program funding ideas for grant applications and reporting purposes
- Work with the Management Team and Board in strategic planning
- Represent the agency in multi-agency collaborations
- Report on program status to Executive Director and Board
- Other duties as assigned as appropriate to this position

### **BENEFITS**

Salary commensurate with experience, health insurance, vacation, sick leave and generous holiday schedules.

### **EQUAL OPPORTUNITY EMPLOYER**

Rose Haven is an equal opportunity employer and is committed to assembling a diverse, broadly trained staff. Minorities, people with disabilities and veterans are strongly encouraged to apply. We believe every individual is entitled to equal employment opportunity.