

GraceSon Housing Foundation (GHF)

HOPE Program Director Job Description

GraceSon Housing Foundation Mission: We exist to provide housing for teenage mothers and their children that extends God's love and reframes their vision of home.

Position: Hope Program Director

Reports to: Executive Director

Positions reporting to this position: House Parent(s), Assistant Program Director/Case Manager, Weekend House Parents

General Description:

GraceSon Housing Foundation (GHF) provides a nurturing home, support/resources and case management for pregnant or parenting teenage mothers in the GraceSon home. Staff and volunteers work together to provide a safe place where residents experience Christ's unconditional love and emotional healing, as well as residents' vital and physical needs. GHF connects residents to resources necessary in order to promote their development and support network.

The Hope Program Director, under the direction of the Executive Director and in coordination with the program staff, will offer trauma-informed care to foster a home that intentionally extends Christ's love to teenage mothers and their children. The Program Director will oversee development and implementation of each resident's Individual Service Plan, supervise residents' life skill building, ensure residents receive education of, and access to, community resources relevant to each resident, supervise direct service staff, and oversee the day to day operations within the GraceSon home. In addition, the Hope Program Director will build trusting relationships with GraceSon's residents, as well develop and strengthen relationships with like-minded organizations in order to provide the best care and assistance to each resident.

Employee Status: Part-time (Approx. 20 hrs./wk.)

Compensation: \$ 14.00/hour

BASIC REQUIREMENTS of all GHF Employees:

- Be in full agreement with the GraceSon Housing Mission Statement, Core Values, and Statement of Purpose, Expectations and Faith.
- Be dependable, stable, and capable of following through on commitments.
- Be diligent to maintain unity throughout the staff, residents, and volunteers.
- Demonstrate respect for residents, staff, volunteers, and guests at all times.
- Maintain confidentiality.
- Attend GHF training requirements.
- Attend GHF staff meetings.
- Complete a criminal history check and check of central registry for child abuse.

- Maintain a current driver's license and automobile insurance, which includes medical and liability coverage.
- Complete and maintain certification in CPR, First Aid, and Blood Borne Pathogens.

PRIMARY QUALIFICATIONS:

- Minimum of a Bachelor's Degree in social work, sociology, psychology or related field.
- Experience connecting and working with high-risk youth.
- Knowledge of family systems and case management processes.
- Knowledge of and experience working with social service agencies in the community.
- Familiarity with issues pertaining to mentoring and supporting individuals in unplanned pregnancies.
- Excellent communication skills, verbal and written.
- Computer literacy, including use of Microsoft Office applications
- Schedule flexibility based on residents' and program schedules including evening and occasional weekend responsibility.

Hope Program Director Responsibilities Related to GraceSon Residents

- Oversee implementation of each residents' trauma-informed Individual Service Plan in conjunction with the GHF Program staff
- Participate in orientations and decisions regarding new residents in conjunction with the GHF Team.
- Develop and maintain a healthy relationship with each resident that is encouraging, builds trust, and exercises appropriate boundaries.
- Meet and communicate with residents' parent(s)/guardian as needed.
- Provide residents with outside resources as needed such as outpatient drug treatment, smoking cessation class, parenting class, and counseling.
- Confer with staff concerning trauma-informed disciplinary action steps needed for any resident.
- Implement and follow through with needed trauma-informed discipline plans to maintain consistency among all staff members.

Hope Program Director Responsibilities Related to the Hope Program and Staff Oversight

- Ensure that the Hope Program and staff live out GraceSon's mission to extend God's love and reframe their vision of home through Christ-centered and trauma-informed care
- Develop and implement Hope Program classes
- Be familiar with all GHF facility policies, procedures, and guidelines
- Be familiar with all areas of GraceSon Housing Foundation and its operations.
- Schedule and Oversee Weekend House Parent schedule
- Work directly with GraceSon house parent in home 1 day per week or as often as needed.

- Meet regularly with Weekend House Parents to discuss Hope Program and GraceSon resident happenings.
- Develop, maintain, and implement training program for weekday and weekend house parent(s).
- Oversee that GraceSon House Parents have all documents necessary for daily facilitation of resident needs, and that all medical and other resident documentation required for licensing is maintained.
- Be available for on-call consultation for facility staff/volunteers. This may involve staying at the GraceSon home with residents, or securing staff/volunteer coverage at GraceSon.
- Develop relationships with resources and like-minded organizations that support youth and teenage mothers in Spokane.
- Oversee and maintain Hope Program budget.
- Communicate program financial needs to the Executive Director/grant writer when requested.
- Communicate with the Volunteer Coordinator any volunteer needs for the Hope Program.
- Communicate with the Volunteer Coordinator any volunteer needs for program.
- Meet regularly with Executive Director for prayer and mutual support.
- Attend all trainings as directed by the Executive Director.
- Other duties as assigned by the Executive Director.