

# Ruth Harbor Job Description: Program Director

## **Organizational Mission** *(why we exist)*

Through grace, Ruth Harbor provides a Christ-centered home, programs and comprehensive services resulting in positive life change for young women who have experienced unplanned pregnancies and their babies. More than a shelter or home, Ruth Harbor is also a program which includes life-coaching, medical care access, professional counseling, spiritual guidance, education support, employment or volunteering encouragement, and parenting training and/or adoption assistance at no charge. Learn more at [www.RuthHarbor.org](http://www.RuthHarbor.org).

## **Environment & Culture** *(who we are)*

We are a team and fully support each other so that together we can accomplish more. We enjoy wit, humor, and comradery so working together is filled with laughter, however we are serious about working hard with everyone putting forth our best effort and paying attention to the details. If you are passionate about helping others and have a heart for reaching out, Ruth Harbor may be a good fit for you. Above all, we seek to live out the Gospel of Jesus Christ through the way we work and interact.

## **Position** *(living into our mission / overview)*

The Program Director reports to the Executive Director and has oversight of all programming and direct services team members that support and serve our clients. This individual is in charge of continually assessing resident needs and developing and implementing plans and programs to address those needs including staffing needs to execute those plans and programs. The ideal person for this position is highly-motivated with strong organizational and interpersonal skills, leadership skills, and enjoys helping a team provide life-change opportunities to the women and children we serve, which is critical to achieving the mission. This position is challenging, requiring diverse skills and strong multi-tasking abilities. The Program Director has significant responsibility and plays a critical role in problem-solving, hiring, developing, and leading the direct services team members (Counseling and House Parent staff).

## **Responsibilities** *(specific areas owned by this position)*

Hire, supervise, and develop all program-related staff (including annual appraisal and updated job description as needed).

Oversee the client admissions process with input from staff that are providing direct services.

Develop, implement, and maintain programming that supports the mission of providing opportunity for life-change for each client (i.e. life-skill training, curriculum, programmatic relationships, new programs)

Insure that a care plan is developed and updated for each client; that clients are being encouraged, evaluated and held accountable for progress according to their care plan.

Partner with house parents to oversee the residential experience of clients to insure that greatest possible positive impact of the Ruth Harbor program toward our mission (e.g. time off, regular meetings for support/prayer and new program ideas/ development).

Support and provide long-term, well-being of live-in-staff (e.g. time off, regular meetings for support/payer and new program idea/development).

Partner with the Executive Director in developing relationships with and serve as a liaison with other agencies that can help our clients receive effective and efficient programming experiences (i.e. doulas, YoungLives, volunteer opportunities, partner employers, adoption agencies, etc.) including referring agencies (pregnancy help centers, schools, counselors, Dept. of Human Services, etc.)

General: Attend staff meeting. When working in the office, assist the Office Manager with overflow needs (answer phone, assisting incoming guests and potential residents, referring to and connecting with other staff members as required).

### **Opportunities for position development and growth opportunities:**

- Day-center or programming for women who are not currently RH residents/ clients.
- Develop programming for separate facilities (expectant moms, parenting moms, placing mom).
- Alumni/aftercare outreach
- Secure and maintain licensing requirements
- Coordinate any contracts with outside organizations for resources

### **Qualifications** *(what you need to be able to do this job well)*

#### **Required**

- Bachelor's Degree from an accredited college or university and/or equivalent experience
- A professional demeanor and the highest level of discretion is essential in the management of confidential information
- Self-starter with strong problem-solving, analytical & decision-making skills who can manage projects with minimal guidance and be very motivated
- Must be detail-oriented with excellent verbal and written communication skills
- Must be able to successfully multi-task, learn new processes quickly, and collaborate with others giving priority in following-through and producing overall quality work
- Submit to and receive clearance for criminal and abuse background checks
- Must be proficient in basic computer programs such as PowerPoint, Word, and Excel
- Provide contact information for four references including a pastoral or ministry-based reference

### **Are you a good fit?** *(considerations for selecting the ideal candidate)*

Ruth Harbor places great emphasis on teamwork and supporting each of your coworkers. We require people to be a good fit with our philosophy of how we work as a team. We need people who are hard-working, consistent, and take initiative. Listening skills and critical thinking are paramount. Open-mindedness and being comfortable in giving and receiving feedback is essential. Being flexible with change and able to work in a sometimes-chaotic environment is necessary. Especially since Ruth Harbor is faith-based, all team members must ascribe to the Ruth Harbor Statement of Faith, be committed to the sanctity of human life perspective, and be capable of maintaining a neutral stance on the question of adoption vs. parenting. Must be a committed follower of Christ and be willing to share your testimony, with gentleness and respect as in 1 Peter 3:15.

### **Additional Information**

**Starting date:** As soon as possible

**Job hours:** This is a part-time position, approximately 24 hours per week.

**Confidentiality:** This position includes access to sensitive and personal information thus requiring a confidentiality agreement to be signed and honored.