



PROGRAM DIRECTOR

POSITION SUMMARY: With the oversight of the Executive Director, the Program Director is responsible for overseeing, coordinating, facilitating, and managing the day-to-day operations of Lifeline Family Center's residential Life Program and follow-on transition housing option. The Life Program provides temporary housing, individualized planning and comprehensive case management, parenting education and support, life skills and financial literacy training, job readiness training, life and family coaching, advocacy and community referrals and linkages for mental health and employment services. Serving as a managing leader and coach to the Life Team staff, the Program Director uses biblical values and principles to guide, assist and support the shepherding of unwed pregnant and parenting young women and children as they prepare to make safe and sound passages to healthy and stable independent living.

QUALIFICATIONS:

Required:

- Committed Christian having strong personal relationship with Jesus Christ demonstrated by a biblical worldview and values, and an active member of a local church congregation
- Possess a servant's heart, compassion and a passion to see hearts restored and lives transformed through the demonstrated love of Christ
- Strongly committed to pro-life and agree with and uphold Lifeline Family Center's Statement of Faith, Vision, Mission, and Core Values
- Master's degree in social services or related field with 5+ years' experience working in social services, child welfare, homelessness or mental health related fields; and 3+ years' experience in a leadership position, specifically program management and supervision of teams (Extensive experience may be considered in substitution for education.)
- Demonstrated ability to lead and supervise a team
- Ability to work autonomously while cooperatively as part of a team
- Flexible self-starter able to multi-task, manage time effectively and "roll up sleeves" to get a job done
- Strong organizational skills and attention to detail with ability to coordinate activities, meet deadlines, and use good judgment in addressing conflicting demands, utilizing resources, and managing priorities
- Excellent people skills and experience collaborating in a multi-disciplinary, diverse, and dynamic team
- Excellent ability to problem solve with skill in crisis intervention and management
- Good knowledge of local community and human services organizations or ability to quickly acclimate
- Ability to ensure accurate, timely and informative program data collection and reporting
- Excellent written, oral communication and presentation skills with ability to speak effectively to individuals one-on-one and in groups
- Possess proficient computer skills including word processing, spreadsheets, email, and the internet with basic knowledge of Microsoft Office Suite (i.e., Word, Excel, Outlook and PowerPoint)
- Able to become First Aid and CPR certified.
- Possess a valid driver's license

Preferred:

- 3+ years' experience managing a residential program
- Trained in life coaching, counseling, or other active listening skills

- Experience working in a transitional housing, maternity home setting or other residential setting
- Experience working with vulnerable populations (persons experiencing homelessness, justice-involved citizens, youth aging out of foster care, etc.)
- Skilled and trained in trauma-informed care and cultural competence
- Proficiency in Spanish, French or Haitian Creole language speaking ability

Salary is commensurate with experience. Benefits include paid vacation, personal/sick days, and a health insurance stipend. Please e-mail a one-page Christian testimony plus a resume to jobs@lifelinefamily.org
Website: www.lifelinefamilycenter.org