

Beatitude House Job Description

TITLE: Site Director
PROGRAM: A House of Blessing, Ashtabula

PURPOSE AND POSITION SUMMARY

The Site Director is responsible for the day-to-day operation, supervision, and implementation of programming for A House of Blessing, Ashtabula. The Director presents to the public the professionalism, dedication and caring attitude that is associated with Beatitude House and the Ursuline Sisters of Youngstown.

ACCOUNTABILITY

The Site Director is accountable to the Housing Director

RESPONSIBILITIES

To ensure that the mission and purpose of Beatitude House is accomplished the Site Director will:

- Carry out all policies and procedures of Beatitude House
- Serve on the designated board committee(s)
- Attend scheduled Director's meetings
- Carry out public relational activities in a professional manner
- Establish positive partnership with area resource providers
- Abide by code of professional ethics
- Maintain professional growth through personal study, continuing education and professional networking
- Provide services as requested by the Housing Director and/or Executive Director.

To ensure that a model program of transitional housing is carried out, the Site Director will:

- Assure an effective organizational system is in operation at this site to provide quality programming.
 - Implement current Beatitude House programming
 - Assure all data management is being maintained
 - Participate in the Homeless Management Information System (HMIS)
 - Coordinate data entry for the BH statistics program
 - Prepare general & statistical progress reports as needed
 - Assure that the vision and mission and values of Beatitude House are maintained
- Monitor success at this site to maintain goals and determine plans with the Housing Director and the Executive Director if the site is not meeting its goals.

To ensure a smooth running quality program at A House of Blessing, Ashtabula, the Site Director will:

- Coordinate staff serving at the sites
- Serve as staff supervisor: sign time sheets and track attendance
- Build a team among all staff & respond to needs as they occur

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- Plan and coordinate weekly staff meetings
- Coordinate staff scheduling assuring that all staff participate in group on a regular basis meeting the needs of the program participants
- Review the staff's record keeping procedures on a regular basis, e.g., case notes, counseling notes
- Participate in orientation of new staff as determined by Associate Director
- Evaluate staff on an annual basis
- Coordinate day to day maintenance
 - Arrange for apartment inspections
 - Work with staff to deal with clients unable to maintain an apartment
 - Direct custodial /maintenance staff
- Fiscal Responsibilities
 - Approve requests in specific areas of the budget
 - Send invoices to the accounting office in a timely manner
 - Maintain appropriate financial records
 - Collect rents
 - Maintain records of client savings
 - Provide required internal controls
- Coordinate programming for clients
 - With the team, determine who will be accepted into the program.
 - Ensure compliance with all funders
 - Coordinate team in program planning for each resident and for 90 day reviews.
 - Work with the team to make decisions as a team regarding asking clients to leave.
- Represent the agency in the county
 - Meet with potential donors with the development team
 - Participate in the Ashtabula County Continuum of Care
 - Collaborate with other agencies
 - Provide public relations with the development team
 - With the administrative staff, help coordinate & participate in the Ashtabula County Advisory Committee
 - Participate in fund raising efforts in Ashtabula County
- Maintain administrative functions
 - Meet goals regarding success: 80% move to permanent housing; 50% successfully complete program
 - Coordinate volunteers at the site
 - Thank volunteers each time they come
 - Interview them annually
 - Send original records as requested
 - With the child advocate, assure that all volunteers meet child protections standards

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QUALIFICATIONS

- Masters degree in social work or other related fields
- Five years or more experience in administration
- Experience in social work or equivalent
- Skilled in communication
- Flexible
- Good interpersonal skills
- Good organizational skills
- Ability to work independently
- Willingness to be versatile
- Skilled in relationship building
- Capable of making decisions

Interested candidates please submit the following:

Cover letter, resume and list of 3 references (include relationship to you for each reference)
addressed to the attention of Sr. Betty

Sr. Elizabeth Schuster
238 Tod Lane
Youngstown, OH 44504