



Majority of the on-duty work hours for this position:

**FULL TIME** 8am – 5pm Monday thru Friday  
*Can be requested to work other hours as needed.*

Job Description:

## **Emerald House Program Director – FULL TIME**

### **POSITION SUMMARY:**

The Emerald House Program Director (EHPD) serves as the single point of contact for Staff Shelter Managers and Volunteer Resident Advocates. The primary function is to oversee provision of shelter supervision, coordination of transport, intake processing, and activities coverage for all residents in the Emerald House Program. The EHPD works closely with the King's Daughters Ministry Leadership to ensure delivery of quality services to the Emerald House residents consistent with the organization's mission and policies. The EHPD is responsible for effective management of program resources to fulfill the program mission in accordance with priorities, time, and budget requirements. The EHPD is responsible for the evaluation, development & implementation of individualized case plans for all Emerald House residents. The EHPD oversees the day-to-day operation of the Emerald House residential home needs regarding maintenance/supply requests, development and communicating policy changes/updates and pertinent information to Staff Shelter Managers.

Reports to the Executive Director

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

- Oversee the implementation of case plans for all Emerald House (EH) Residents.
- Execute hiring, training, promotion of and disciplinary actions for all EH Shelter Staff.
- Develop and oversee the budget for the EH Program, including but not limited to, EH shelter staff salaries, maintenance & supply, and residential program resources.
- Instruct and supervise Shelter Managers, Volunteer Resident Advocates, and other staff with regards to communicating policy or procedural changes.
- Ensure adequate transport of EH residents to medical, educational, and counseling appointments, and other program activities and assure adequate chaperone coverage for such.
- Record/cause to record Special Incident Reports, Resident Progress Reports, and all other required reports and paperwork per established policies and guidelines.
- Consult with clinical personnel and other professionals as needed regarding behavioral problems of EH Residents, crisis issues, and emergencies as they occur.
- Attend and/or represent at organization events and/or training outside prescribed work hours, as requested.
- Provide/cause to provide education for EH Residents.
- Assist in any other function as needed to fulfill the Ministry's mission as directed.

**LEADERSHIP:**

- Strong Christian leader with an active and dynamic spiritual life.
- Demonstrate strong trust in God as provider of all necessary ministry resources.
- Ability and willingness to share faith with individuals who interface with the ministry.
- Strong interpersonal, motivational, leadership, communication, and organizational skills.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional activities.

**ESSENTIAL JOB FUNCTIONS:**

- Work with KDM leaders in the development and implementation of Ministry guidelines and policies.
- Ability to maintain organization of multiple changing schedules.
- Provide on-site crisis counseling, role modeling, and encourager for EH Shelter Managers, Resident Advocates, and EH Residents.
- Assure 24-hour advocate support for all EH Residents.

**QUALIFICATIONS:**

- Demonstrates deep understanding of and commitment to Christ and a passion for seeing KDM target population develop faith in Christ.
- Ability to work independently and as part of a cohesive team.
- Ability to remain calm in stressful emotional situations.
- Commitment to respectful, open colleague communications.
- Desire Associates Degree, some education and experience in psychology, social work, human-services field, or prior supervisory/group home management. Helpful to have a degree and/or experience in women's studies/ministry or related field.
- Required: valid driver's license and acceptable driving record. Able to pass a background check, and periodic drug tests. Be at least 35 years of age, non-smoker/vaper.