



## **Director of Faith House**

### **Position Description**

Under the direction of the Executive Director, lead, manage, and organize ministries focused on changing the lives of homeless women and children through the love of Jesus Christ. Provide accountability to respective staff members and achieve agreed-upon goals. Establish and consistently advance a ministry team and culture that encourages those that come for shelter to make the transition from homelessness to a Christ-centered and self-sufficient life. Exercise sound decision-making and demonstrate administrative competency in matters beyond programming to the upkeep of facilities, budgeting, and all things to advance Faith House.

### **Responsibilities:**

- Lead and manage the entire Faith House ministry
- Oversee the admission, intake, and exit process for all applicants and guest residents
- Create, lead, and support the vision and mission of the Faith House ministry and all program components, ensuring achievement of the targeted metrics on the program's goals of housing, employment, and resilience set by the Mission's Board of Directors
- Hire and manage a team of case managers, program specialists, program support coaches, house managers, and peer support coaches, overseeing scheduling to ensure 24/7 coverage
- Coordinate with the Volunteer Manager of Frederick Rescue Mission to recruit and place volunteers
- Organize, arrange, and manage all residential and living (food, laundry, cleaning, etc.) aspects for the women and children of Faith House
- Oversee and manage the care and maintenance of the Faith House emergency and transitional shelter buildings and grounds
- Design exit strategies for those who are ready to be self-sufficient and create and maintain a referral base for those who need to leave Faith House prematurely
- Write, report, and ensure compliance with Faith House grants
- Use data and reports in Apricot to ensure guest residents make forward progress and the program components meet their needs, coaching team members to use the data to drive guest resident meetings
- Supervise case management, substance use recovery, and trauma recovery plans
- Assist the team in navigating through challenging situations with guest residents and ensuring the safety and well-being of all guest residents
- Facilitate conversations with guest residents to hold them accountable for the program expectations
- Coordinate with the Director of Partnership Development to represent Faith House at community functions and during awareness tours to promote the program
- Collaborate and build relationships with ministries, non-profits, and community resources to provide the women and children of Faith House with what they need for success. (e.g., YMCA, United Way, etc.)
- Participate in community partnerships/committees, such as Trauma Responsive Frederick, Safe Baby Court, Frederick Coalition for Financial Success, Faith Community Partnership, Coordinated Assessment monthly meeting, etc.
- Make intentional efforts to build positive relationships with the neighbors
- Maintain the Faith House budget, ensuring fiscal integrity, purchasing items, and making deposits
- Other duties and responsibilities as assigned by the Executive Director



### **Qualities and Skills Needed**

- A personal relationship with Jesus Christ and active in a local church.
- Committed to the Scriptures in faith and practice.
- In agreement with the vision and policies of the Frederick Rescue Mission.
- A servant's heart and compassion for those lost and hurting yet avoid enabling.
- Five years or more of successful administrative and program management experience.
- Four-year college degree.
- Competent administratively and very goal oriented.
- Delegates effectively.
- Experience in case management or people development.
- Competent computer skills.
- Highly effective verbal and written communication skills.
- Must enthusiastically agree with the Mission's Statement of Faith, Mission Statement, Core Values, and Goals.

### **Other**

- Reports to Executive Director.
- FSLA Classification: Exempt
- Pay Classification: Full Time

**To Apply: Manpower is handling this project on behalf of the Mission. Please do not call FRM concerning this position.**

Email cover letter and resume to: [Melissa.Myers@manpower.com](mailto:Melissa.Myers@manpower.com)