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**CARE NET PREGNANCY CENTER OF DANE COUNTY  
POSITION DESCRIPTION**

**JOB TITLE**

**Review Date: 4/2021**

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- **Title:** The Elizabeth House Director
  - **Reports To:** Chief Operating Officer
  - **Supervises:** The Elizabeth House Case Managers, Residential Staff, and volunteers
  - **Position Analyst:** Chief Operating Officer
  - **Wage Category:** Exempt
  - **Hours:** 40 hours per week -Weekdays with one evening availability, Mon. thru Fri. The Elizabeth House is a 24/7/365 program – must have some availability to work occasional other shifts as deemed necessary by the needs of the program.

**JOB FUNCTION**

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The Elizabeth House Director oversees the program of The Elizabeth House under the direction of the Chief Operating Officer. This position includes supervision of TEH staff, volunteers and residents as well as staff and volunteer training, program evaluation, and implementation of new initiatives. Spirit-led servant style leadership from this person will foster a safe and warm community environment while providing residents with a biblical foundation to promote lifelong learning for spiritual, relational, and economic success. In coordination with TEH staff, this person will oversee the care of each resident, encourage acceptable habits and attitudes, manage resident behavior, and provide support to meet the goals and objectives of the program.

**DUTIES & RESPONSIBILITIES – ESSENTIAL FUNCTION OF JOB**

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**Program Development Duties:**

1. Oversee all programming to fulfill the TEH mission and address resident benefit and need.
2. Involved in evaluation of all programs used by and provided to residents.
3. Takes initiative to maintain adequate census for residents, and re-evaluating intake process and criteria for admittance as necessary if census becomes low.
4. Maintain program tracking system for collection and analysis of long-term data to measure success of residents during their stay and long-term success of program graduates.
5. Provide reports as requested by the Board of Directors and promote achievement of Board strategic goals.
6. Lead quality improvement processes for TEH. Write QI studies which propose improvements, manage change, and evaluate outcomes in an ongoing manner.

### **Resident Growth Duties:**

1. Involved with intake interviews with prospective, incoming and departing residents. Involved in resident departure decisions.
2. Maintain and contribute to resident files including files on the TEH-staff secure shared drive.
3. Establish general program expectations for resident success.
4. Oversee Case Management to promote each resident's goal setting and achievement.
5. Oversee program compliance efforts, including rewards for residents' positive choices and learning opportunities for poor decision making.
6. Oversee daily activity of residents.
7. Assist and orient new residents with becoming acquainted with the daily schedule and expectations of the program.
8. Participate in house devotions and maintain log of devotions and noteworthy spiritual discussions and church invitations/attendance.

### **Supervisor Duties:**

1. Responsible for the general oversight, supervision and support of all maternity home staff who interface with the residents and their children, (whether volunteer or paid staff).
2. Coordinate with staff opportunities for training and other activities beneficial to the staff in the Home.
3. Involved with the selection, evaluation and, if necessary, termination of staff appointments pertaining to The Elizabeth House under the approval of the Care Net Pregnancy Center CEO and members of the Board of Directors.
4. Conduct evaluations of all TEH staff and update or revise position descriptions as necessary.
5. Conduct annual review of motor vehicle records from the Department of Motor Vehicles for all staff involved in transporting residents and maintain documentation of these records.
6. Be responsible to ensure 24/7 staff coverage of TEH.
7. Be available to advise and assist staff in the application of fair and consistent rules and consequences for all residents.
8. Plan holiday scheduling with willingness to rotate holidays with TEH staff and seasoned volunteers.
9. Attend regular meetings with Care Net Pregnancy Center.
10. Schedule, set agenda and lead TEH staff meetings.

### **Community Relations**

1. Lead efforts for the expansion and visibility of the program. Collaborate with appropriate Advancement Team staff in overseeing outreach contacts, materials, correspondence, and speaking engagements.
2. Be available as needed to greet guests and provide tours.
3. Keep current with changing community housing needs, attend local housing related meetings, maintain relationships with housing agencies, and become the ministry expert on local housing policy.
4. Responsible for community outreach, public education and advocacy on behalf of the population served at The Elizabeth House.

5. Develop and facilitate The Elizabeth House advisory council and committee review meetings.

### **Fiscal Duties**

1. Involved in preparation of the annual budget with the Finance Director.
2. Supervision and approval of purchasing and operation within the established budget.
3. Exhibits good stewardship principles.

### **Household Duties and Responsibilities**

1. Oversee and prepare updated list of weekly paperwork, chore, and laundry chart.
2. Maintain accreditation standards related to home.
3. Conduct weekly grocery shopping and planning of well-balanced meals.
4. Manage the household budget.
5. Oversee scheduling of volunteers.
6. Notify leadership about medical and other emergencies within 24 hours.
7. Schedule service providers and special guest speakers to enhance TEH programming.
8. Other duties as assigned.

### **KNOWLEDGE, SKILLS & ABILITIES**

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1. Possess proven leadership ability in both spiritual and executive arenas; capable of guiding others.
2. Demonstrates willingness to learn and grow in new areas of knowledge and responsibility. Seeks and accepts coaching for job performance improvement.
3. Have supervisory experience and ability to maintain a positive and effective team environment.
4. Able to supervise case managers and provide feedback to improve outcomes for individual residents.
5. Exhibit strong interpersonal communication, public speaking, writing and problem-solving skills.
6. Possess a working knowledge of MS Office products to include Word, Excel, PowerPoint, and Outlook. General computer and office equipment experience.
7. Have excellent administrative abilities, able to see every detail through to the end.
8. Have a basic understanding of child development.
9. Able to work with and care for infants and toddlers.
10. Able to deal with confidential information in a confidential manner; disciplined to refrain from discussion of confidential matters with others.
11. Rely on experience and judgment to plan and accomplish goals; performing a variety of tasks and working under general supervision.
12. Set an example of a loving Christian, able to guide and direct in crisis situations in a gentle and non-judgmental manner.
13. Foster a community environment that is joyful, relaxing and peaceful.
14. Maintain an attitude that promotes availability to the residents.
15. Use good judgment when presented with an illness or problems associated with pregnancy, labor, etc.
16. Be committed to supporting homeless pregnant women from low-income homes and/or racially diverse backgrounds.

17. Experience preferred in working with clients with mild mental health diagnoses and AODA (Alcohol and Other Drug Addictions).

## **JOB SPECIFICATIONS**

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- A. Preference for a degree in Master of Social Work, Licensed Professional Counselor, or Licensed Clinical Social Worker. Minimum of bachelor's degree in a helping profession or equivalent experience.
- B. Minimum of one year of experience with trauma informed care, crisis management and diverse populations.
- C. Preference for 2 years or more of experience supervising Case Managers and other staff.
- D. Comply with and support organization and program policies and procedures as established by the Board of Directors, revising policies and procedures when needed.
- E. Show evidence of a personal relationship with Jesus Christ and demonstrate a strong Christian life.
- F. Have strong commitment to the mission of Care Net Pregnancy Center and be in full agreement with Care Net's Statements of Principles, Faith, Vision, Mission and Values.
- G. Be dependent on Holy Spirit. "Not by might, nor by power, but by My Spirit, says the Lord." Zech. 4:6.
- H. Attend church on a regular basis.

**I have received and reviewed a copy of my job description:**

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Signature

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Date