



Job Title: House Director

Objectives of this Position: This role provides overall leadership for Selah Home and reports to the CEO regarding day-to-day operations, including maintaining a safe, secure, and healthy home for expectant and parenting single mothers and their children. The House Director is responsible for assisting with all aspects of residential operations and supporting the delivery of programs and services in fulfillment of Selah Home's mission, in accordance with established policies and procedures. This is a supervisory position, ensuring staff are carrying out assigned duties, and house rules are consistently implemented. The House Director also provides oversight to ensure the home's life aligns with Biblical principles and that meaningful opportunities for spiritual growth and development are available to both staff and residents.

Mission: *Selah Home is a safe, Christ-center residence where pregnant women and their children can grow physically, spiritually & emotionally on a hope-filled journey towards healing and independence.*

Reports to: CEO

Qualifications:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Exhibit strong commitment and dedication to the pro-life position and sexual purity.
- Agree with and be willing to uphold the Statement of Faith, Essential Commitments, and policies of the home.
- Proficient in computer data entry and Microsoft Office Suite
- Excellent verbal, written communications, proofreading and editing skills required
- Demonstrated ability to effectively organize and prioritize tasks
- Detail oriented, self-starter with ability to multi-task and problem solve
- Ability to work cooperatively with a servant Christian heart – as part of a team
- Experience working in a Christian/Non-Profit ministry a plus
- Bachelor's Degree preferred
- Previous experience in a human services field
- Strong crisis intervention skills

Duties & Responsibilities:

- Staff and Volunteer Oversight
 - Provide Staff oversight to ensure proper daily implementation of the program
 - Provide staff with regular feedback concerning their performance
 - Offer opportunities for spiritual growth for staff
 - Keep CEO abreast of serious staffing or resident issues
 - Hold bi-weekly meetings with Care team (social worker, resident supervisor, Daytime coordinator, and resident)
 - On a scheduled day in the residence: Hold weekly meetings with Resident Supervisor, bi-weekly one-on-one staff meetings and monthly all staff meetings.
- Residence Care
 - Direct administrative assistant in emailing intake form to potential new residents
 - Schedule assessment with client after receiving the intake form. Notify House Supervisor and Social Worker of the assessment.
- Administrative Duties
 - Responsible for maintaining program statistics
 - Be responsible to schedule meeting with potential volunteers/visitor when they tour/visit home, coordinating with on-site staff
- Fiscal Responsibility
 - Be responsibility for recording donations, if they come directly to the home
 - Be responsible for invoices and receipts given to financial assistant at IWC
 - Develop a thank you system with the Executive Assistant, to assure financial and material donations are being acknowledged. Working with Resident Supervisor for the residents to take part in thanking donors
- Interact with Community
 - Represent the home by making presentation to local church and civic groups, partnering with CEO
 - Solicit donations or support from community, as needed

The above describes the general nature of the job and is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions.

Number of hours per week: Full time

Rate of Pay: Salary range \$50,000 to \$55,000 salaried, exempt position

Benefits: See employee handbook for eligible benefits

I have received a copy of this complete job description and employee handbook. I understand, affirm, and subscribe to the requirements, responsibilities, and duties of this job.