



Job Description

Job Title: Program Director/Chaplain
Department: Samaritan House Program
Reports To: Executive Director
FLSA Status: Exempt
Date Revised: January 11, 2022

General Description of Work:

The Program Director is responsible for the development and oversight of all client programs, support operations, and program facilities as designated by the Executive Director. Programs may include community outreach, shelter solutions, and recovery programs to persons facing poverty, homelessness, addiction, and other life-controlling problems. The Program Director will develop and oversee programs and related services through the involvement of staff, volunteers, social, and auxiliary services. The Program Director will ensure that LBRM quality standards, policies, and procedures are communicated and observed in their areas of responsibility.

Essential Functions:

- Develop and oversee the delivery of all programs, counseling, and case management services. Assist in the development and achievement of Mission's service goals and target outcomes.
- Recruit, supervise, evaluate, and develop staff to ensure an appropriately trained and skilled workforce to provide quality services to guests and clients
- Develop, promote, and monitor program related industry designed to provide vocational development opportunities for clients, employment opportunities for qualified graduates, and revenues for the Mission.
- Provide administrative supervision and ensure quality clinical supervision to staff. Ensure quality service delivery, proper case documentation, and record keeping.
- Ensure appropriate client supervision and participation in program activities.
- Ensure a safe, clean and healthy environment of clients, staff, volunteers, and visitors.
- Provide direct services to clients including assessments, case management, education, individual and group counseling as needed.
- Network and collaborate with other service providers, the Christian community, and volunteers to promote the enhancement of quality services to shelter guests and clients.
- Facilitate staff meetings and report legal/ethical issues and clinical program matters.
- Respond to problems/concerns related to operation of Mission campus via phone during off hours and weekends.
- Prepare statistical reports and narrative reports as requested for supervisor. Ensure that Long Beach Rescue Mission policies and procedures are communicated and followed.
- Assist with Long Beach Rescue Mission special events and the public relations and development efforts of Long Beach Rescue Mission which includes in-house tours, speaking engagements, participation with outside agencies, meeting with volunteers and contacts with church, and other outside groups.

- Assist in the preparation and administration of operational budgets and fiscal policies. Ensure proper stewardship of Mission equipment, facilities and resources.
- Ensure effective collaboration with other Long Beach Rescue Mission programs to maximize the success of Long Beach Rescue Mission programs and continuum of care.
- Assist in facilitating Long Beach Rescue Mission's leadership development programs and internships.
- Gather, analyze, and summarize data concerning clients and staff. Interpret and report data for program improvement and organization policy. Keep abreast of trends and changes in this field of ministry and make necessary adjustments in services.
- Lead or participate in devotions, prayers or other organization activities that promote a credible Christian witness and lifestyle.
- Monitors community engagement to ensure quality delivery of services, maintains a success measurement system with metrics, prepares and delivers report as requested.
- Attend and participate in all management meetings.

Education/Experience:

- Master's degree in Administration, Ministry, Social Work, or related field from an accredited college or university
- Minimum 5 years supervisory experience of interdisciplinary groups in a faith based organization
- Professional licensure and/or clinical supervisor certification preferred.

Skills and Qualifications:

A solid and credible Christian witness and lifestyle that exemplifies Christ in character and actions.

Agreement with the Statement of Faith of the Long Beach Rescue Mission

Must have demonstrated leadership, administrative, and supervisory skills.

Ability to carry out responsibilities in accordance with LBRM's policies and procedures as well as applicable laws.

Strong problem-solving and conflict resolutions skills using biblical based principles.

Ability to interpret and incorporate Biblical principles and related scriptural references into counseling and education of residents.

Skilled in developing faith-based programs and documenting their effectiveness.

Experience in interviewing, hiring/termination and training employees; reward and recognition programs; performance management.

Ability to gain working knowledge of local and regional social service resources.

Good organizational skills and proficient in Microsoft Office software programs.

Trustworthy with confidential material and information.

Professional manner, appearance and communications.

Flexible schedule, position requires weekend and evening events.

Valid California State driver's license, clear driving record, personal vehicle insurance coverage.

Fluency in Spanish a plus.

Interested candidates should submit their resumes to:

Cindy Pena, Office & HR Administrator

cpena@lbrm.org