

Program Director Job Description



Job Title:	Program Director	Department:	Programing
FLSA:	Full Time Exempt	Reports to:	Operations Director
Who May Apply:	Female Only	Benefits:	Accrued PTO & Paid Holidays
Hours:	40 hours weekly	Salary:	\$62,000-\$65,000 annually

Garden Gate Ranch is a faith-based Christian organization providing safe housing and restorative and transitional services for sexually-exploited women and their children.

Garden Gate Ranch seeks to rally our communities to ensure that all women are free from exploitation and abuse.

Program Director:

Supervises: Assistant Program Directors and Resident Support Staff and support Volunteers

Position Overview:

The Program Director oversees and directs staffing, administration, and execution of all aspects of the residential program and the house operations in accordance with the mission, values, and goals of Garden Gate Ranch. Program Director supervises the assistant Program Director, program staff and volunteers to help conduct and coordinate day-to-day program activities with the clients. Additionally, the Program Director performs clinical duties in intake, assessment, and delivery of individual and group counseling services.

Summary of Responsibilities:

Leadership Team (LT)/ Transitional Living Campus (TLC) House Operations

- Review applications, and arrange for the intake of clients
- Direct the intake process and oversee probation period of new clients
- Oversight and/or direct involvement in crisis situations with clients
- Direct programming and scheduling of day-to-day activities with the clients
- Conduct weekly one-on-one check-ins with each client
- Provide expertise and feedback for areas of program growth and improvement
- Participate in weekly Team meetings and provide professional touchpoints
- Oversight of client accountability and house management
- Along with the Assistant Program Director, work with other staff, volunteers or direct service workers to assist the scheduling of clients' appointments and arrange transportation for medical, grocery shopping, training and employment activities if needed
- Work with Assistant Program Director or Volunteer Coordinator to plan group

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volunteer activities and find individual volunteers as needed for classes, mentoring, program support, case management, and other house operations

- Work with Executive Leadership (Operations Director/CEO) and Assistant Program Director to provide orientation, training and development for house staff and volunteers according to established HR policies and GGR program requirements
- Oversee and provide, when needed, direct clinical services to the clients including intake, assessment and discharge planning
- Provide trauma-focused, evidence-based services to victims/survivors of human trafficking and/or sexual exploitation in a non-judgmental manner using an empowerment framework
- Recruit and hire for support staff vacancies
- Hold regular weekly house meetings with clients
- Help cultivate relationships with community partners, service providers, churches, and organizations to expand resources and support available to clients
- Coordinate shift coverage to ensure GGR is fully operational and adequately staffed. On call duties in evenings and on weekends.

Leadership Team Operations, Planning and Administration:

- Grant and other funding source reporting
- Participate in Team meetings, trainings and development activities
- Track, review and record outcome data monthly to Executive Leadership
- Organizing and implementing the policies, processes, procedures and reporting mechanisms of the program
- Coordinate and consult with other program staff to ensure smooth transition of clients to the next phase

Skills and Expectations:

- A demonstrated working knowledge of psychological theory, which may include but not be limited to: trauma resolution; systems theory; crisis management; and Post Traumatic Stress Disorder
- Strong written and verbal communications skills including Word, Excel, Google email, Google Documents and applications
- Strong project management, servant leadership and teamwork skills
- Self-motivated and organized
- Ability to adapt to frequently changing priorities and handle crisis situations
- Uphold and advance the values, ethics, knowledge, and mission of their professional discipline while promoting the highest standards of practice
- Experience providing assessment and treatment of adults with substance use and mental health disorders

Qualifications:

- Master's Degree in counseling, social work or related field and two years of



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experience working with survivors of trauma

- Certification or experience working with women in recovery from substance use
- Demonstrated understanding and implementation of trauma-informed, recovery-oriented therapeutic practices
- Willingness to engage in ongoing training in trauma informed practices, mental health and recovery issues
- Must have working knowledge of standards in program compliance
- Supervisory experience
- Must be eligible to work in the US
- Fluent in English in speech and written form
- Possession of a valid State driver's license and a safe driving record
- Successful completion of a background check

The above statements are intended to describe the general nature and level of work being performed. The job description does not constitute a contract, nor does it alter the at-will status of the employee/employer relationship.

By signing below, I am indicating that I have read and understood the job as specified in the statements above. I further understand by signing below, that I am indicating my willingness to perform the job as specified in the description.

Printed Name

Date:

Signature

GGR Leadership Signature