

**Program Living for Women Coordinator**  
**Job Description**

**Position Title:** Program Living Coordinator

**Reports To:** Program Living Director

**Classification:** Full Time, Exempt

**Salary Range:** \$30,000 - \$35,000

**Position Summary:**

There will be two Program Living Coordinators for Women who will share these responsibilities. The Program Living Program Coordinator provides oversight of all operations associated with the programming components of Program Living for Women, specifically relevant to programs that care for individuals' spiritual, mental, emotional, and physical needs. This position serves as the point-of-contact for a resident's 12 month residency.

**Primary Job Functions and Responsibilities:**

- Create and maintain a culture of compassion for residents
- Search and find ways to reach out to and obtain potential residents.
- Daily/weekly work with potential residents, ASWs, Public Defenders, Attorneys, Families, Courts, etc. in determining if a person is able to enroll in Program Living
- Work with potential residents to remove roadblocks from entering into Program Living
- Manage and coordinate the In-Take process for each new resident
- Manage the resident's documentation and create plans to acquire all missing personal documents needed for resident success.
- Create a case plan with new residents within the first full week of residency in Program Living that includes resident documentation, appointment, physical health, education and relationships
- Manage house and program supplies that are essential to a resident and daily life
- Assign House Shepard role and ensuring that he/she is performing job duties
- Creating meal plans for a month in advance
- Implement and follow up with a resident's chore list on a daily basis.
- Manage the residents medication and refill needs as needed.
- Maintain weekly/bi-weekly financial accounts for all Program Living Residents
- Manage account balances and payment requirements for all current and past residents
- Communicate with with Program Living Director and Chief Operating Officer regarding resident needs, concerns and happenings
- Communicate and submit updates to ASWs, Public Defenders, Attorneys, Families, Courts, Probation

**Job Requirements:**

- Demonstrated commitment to the mission and vision of Hope House, including the Hope House Philosophy of Ministry and Statement of Faith
- Commitment to maintaining high integrity, character, and transparency
- Strong time management and administrative skills.
- Ability to multi-task schedules and responsibilities.
- Leadership qualities that create a calm and structured work and living environment.
- Knowledge of the principles, philosophies, procedures, techniques, and standards to maximize the effectiveness of Program Living.

**Demonstrated ability to:**

- Compassionately care and walk with those struggling with life controlling addictions.
- Analyze complex problems and develop effective steps to pursue a solution.
- Effectively organize complex tasks and execute plans to completion.
- Speak effectively and provide clear and concise written reports
- Organize; including but not limited to, planning, administration, and computer skills
- Perform well as a team member, taking direction, and managing assigned tasks effectively and efficiently.

**Education Qualifications:**

- Bachelor's Degree from an accredited institution, preferred, but not required
- Relevant work and/or experience with individuals in a recovery environment or related field including case management, instructional care, program and/or project development.
- Work experience in administration and organization

**Language Skills:**

- Ability to write reports and communicate with the courts
- Ability to read, analyze, and interpret various articles, studies and resources relevant to counseling practice
- Ability to articulate the goals of Program Living curriculum, processes, and purposes.
- Ability to effectively present information and respond to questions about Program Living, including but not limited to; judges, attorneys, social workers, law enforcement, families, resident applicants, prospective donors, and church and civic groups.

**Computer Skills:**

- Ability to work easily with Google Drive (Pages, Spreadsheets), Charity Tracker, and any other software packages as necessary for the operation of Hope House Program Living.
- Ability to manage and organize resident and program files effectively and efficiently.
- Ability to effectively and quickly respond to multiple technology communication methods.

**Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk and hear. The employee regularly is required to stand, walk, sit, use hands and fingers, and reach with hands and arms.
- The employee frequently lifts and/or moves up to 10-25 pounds. Specific vision abilities required to do this job include close vision and the ability to adjust focus.
- Show the ability to evaluate one's own physical, emotional and mental needs to effectively care for others.

**Qualification Requirements:**

- A believer in the Lord Jesus Christ, who is an active member in good standing with a gospel centered church that is in agreement to Hope House statement of faith.
- Must be in agreement with the Statement of Faith of Hope House Ministries, Inc.
- Ability to assess problems and quickly provide solutions.
- Ability to relate and convey the mission and vision of Hope House to the community at large and individuals who may visit Hope House.
- Ability to manage resources provided to Hope House in a way that is honorable to the Lord and the person/s or organization that provided it.
- Ensure residents are promptly scheduled for their mental health and/or dependency evaluations.
- Work with the Program Living Director to create a detailed assessment and Case Care Plan with each new resident.