

Program Director, Christ House Transformational Housing and Evening Meal

Summary of Major Duties

Christ House Transformational Housing helps homeless men reestablish independence after they have exited an emergency shelter. Single adult men are provided with communal housing and intensive support up to 12 months. Christ House staff and volunteers offer life skills, spiritual formation, financial literacy, employment training, counseling and customized case management to residents.

Christ House also operates an Evening Meal that provides a warm meal to homeless and low-income residents of Alexandria. Meals are provided 365 days/year. The Evening Meal is supported through volunteer groups from local parishes and other community groups. Guests attending the Evening Meal are provided with resources to assist their movement to self-sufficiency, including medical/dental, mental health, housing and employment.

The Program Director is responsible for directing all aspects of operations and assuring the safety of the transitional housing facility and the Evening Meal. The Program Director oversees all administrative and client-related services. This position is responsible for supervising all staff and volunteers supporting Christ House Transformational Housing and the Evening Meal. The position is full-time and requires on-call availability on evenings, weekends and holidays.

Responsibilities

- Responsible for day-to-day operation of Christ House. Oversee the maintenance of records, the assurance of confidentiality, and standards of practice.
- Ensure all shelter policies and procedures are followed, and update shelter policy manual as needed.
- Responsible for managing budget, including maintenance, fundraising and in-kind donations.
- Set annual goals for Christ House program and report quarterly on internal and external goals to CCDA executive office.
- Solicit and manage grants, and report on outcomes to grantors and CCDA executive office.
- Oversee all Christ House staff, including assigning case management duties, ensuring shift coverage, and completing annual goals and performance evaluations.
- Conduct weekly treatment team meeting with Transformational Housing staff to review case management and client progress toward self-sufficiency.
- Interview and screen potential clients for Transformational Housing program, including running background checks.
- Conduct quarterly audits of Christ House database and outcomes to ensure adequate case notes and data entry is performed

- Provide property management to ensure facility meets all housing and life and safety codes.
- Ensure staff meets all licensing and certification requirements, including first aid and Safe Serve.
- Represent Christ House and CCDA at community meetings, including serving as a liaison between clients and community resources
- Oversee intern program.
- Recruit and manage mentors to increase their effectiveness and ensure safety of the mentors and the clients.
- Communicate regularly with the Director of Community Services on all activities and services being conducted
- Assist in coordinating the preparation and service of the Evening Meals, including attendance at some Evening Meals to assure
- Assist in the recruitment of volunteers to work with the homeless community
- Perform additional duties corresponding to assigned shift and other duties as assigned
- Serve as liaison between Christ House and neighboring residents and businesses.

Education and Experience

- Bachelor's degree in social work or related field required: Master's degree preferred.
- Experience working in non-profit management and/or program development.
- Ten years of human service experience and two years of management experience.
- Knowledge of homelessness and direct experience working with clients in the human services field and in residential settings.
- Flexible and a self-starter; able to multi-task while also being willing to “roll up the sleeves” and get tasks done.
- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team and organization.
- Experience with grant writing and fundraising preferred.
- Commitment to the mission, goals, and services of Catholic Charities of the Diocese of Arlington.

Please send cover letter with salary requirements and resume to jobs@ccda.net
No Phone calls, please.