



Program Director

Job Description Summary

The Program Director is responsible for overseeing the day-to-day operations, supervision, and implementation of best practices for the families at Saint Louise House. This position will lead, manage, and administer all aspects of the programming provided by Saint Louise House dedicated to the success of women and their children moving from homelessness to healthy independent lives. They are accountable for ensuring every program will be delivered successfully.

Responsibilities

- Provide strong leadership within program and at the community level.
- Initiate and set goals for programs according to the strategic objectives of the organization.
- Oversee team of Case Managers executing program.
- Responsible for continual quality assurance of program.
- Discover ways to enhance efficiency and productivity of procedures and people to grow programming.
- Ensure all programming reflects deep cultural competence, recognizes the worth and dignity of all people and provides an inclusive environment that supports diversity of thought and commitment to our values.

Skills

- Proven experience as program director
- Self-motivated with a systematic and extremely prepared work style
- Demonstrated experience using data to drive decision making
- Outstanding knowledge of evidence based best practice approaches
- Experience with data analysis, reporting and budgeting, especially with setting program performance metrics
- Detail oriented with excellent organizational and high-level project management skills
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Education and Experience

- Preferred - Master's degree in social work, counseling, or related field
- Preferred – Current LMSW or LCSW
- Required - Minimum three years of experience developing, administering, and supervising social service programs
- Preferred – Experience with a strength-based program and solution-focused interviewing
- Preferred - Experience working in a supportive housing program
- Preferred - Bilingual in Spanish

Benefits

Saint Louise House invests in our employees in many ways. We provide the tools and supports needed to all staff so that they can provide the highest quality of services to our families. In addition to fostering a positive, learning, and supportive work environment, we also offer:

- Competitive Salary
- Paid Time Off (160 hours a year)
- Paid Holidays (12 days a year)
- Health / Dental / Vision Insurance
- Life and disability Insurance

To apply for position send Cover Letter and Resume to:

Robin Kamperman, Director of Operations at rkamperman@saintlouiseshouse.org
For more information about Saint Louise House, please visit www.saintlouiseshouse.org

Saint Louise House is committed to the recruitment, selection, development, and promotion of employees based on individual merit. Our policy is to provide equal employment opportunity to all people without regard to race, color, religion, sex, national origin, age, or disability. We encourage applicants from traditionally underrepresented groups and diverse backgrounds, which mirror the population we serve.