

Care Net Pregnancy Center of Dane County  
The Elizabeth House  
Position Description

02/10

**Job Description:** Program Director

**Classification:** Exempt

**Report To:** Care Net Pregnancy Center Executive Director

**Position Summary:** The Director will execute responsibility for Elizabeth House program which includes training and management of all staff, development, implementation of programs and fiscal oversight of the TEH program that will provide residents with a biblical foundation promoting a lifelong opportunity for personal spiritual, social, and economic success for themselves and their children.

**Qualifications:**

1. Is a professed believer in Jesus Christ as personal Savior and Lord
2. Is in full agreement with Care Net Pregnancy Center's Statement of Principles, Mission Statement, and Statement of Faith
3. Is a person of demonstrated integrity, spiritual and emotional maturity and sound judgment.
4. Capable of establishing and maintaining a sound administrative structure.
5. Possesses proven leadership ability in both spiritual and executive arenas; capable of guiding others
6. An earned Bachelors degree in a helping profession with at least one year of professional training and experience with crisis management and diverse populations.
7. Possess at least one and preferably two years experience in staff supervision and/or Human Resource Management.
8. Capable of conducting and overseeing resident in-take and case management duties.
9. Consistent church fellowship
10. Exhibit positive character attributes; friendly, approachable and professional manner.
11. Dependable self starter who is organized and committed to Care Net Pregnancy Center's ministry at large and loyal to the ministry vision God has given Care Net Pregnancy Center.
12. Exhibit strong interpersonal communication, public speaking, writing and problem solving skills.
13. Ability to keep information and identities confidential
14. Ability to work closely with Care Net Pregnancy Center's Executive Director, and The Elizabeth House staff including House Family staff, Relief staff, Parenting and Education Specialist and volunteer staff.
15. Ability to comply with and support organization and program policies and procedures as established by the Board of Directors, revising policies and procedures when needed.

**Detailed Duties:**

**Program Development Duties:**

1. Oversee all programming to fulfill the TEH mission and address resident benefit and need.
2. Arrange for special speakers and service providers to enhance TEH programming.
3. Involvement in evaluation of all programs used by and provided to residents.
4. Involvement with intake and exit interviews with prospective incoming and departing residents.
5. Develop and facilitate The Elizabeth House advisory team and committee review meetings.
6. Involved in resident departure decisions.
7. Maintain and contribute to resident files including files on the TEH-staff secure shared drive.
8. Participate in the development of programming to serve low income single mothers in the greater Madison area community.

**HR and Staff Duties:**

1. Responsible for the general oversight, supervision and support of all maternity home staff who interface with the residents and their children, (whether volunteer or paid staff), including House Family Staff, Relief Staff, Parenting and Education Specialist, lay/and or professional counselors, nutrition and fitness, medical, etc.
2. Coordinate with staff and volunteers opportunities for training, retreats, professional development and other activities beneficial to the staff in their relationship to the program.
3. Conduct meetings with appropriate staff to be comprised of resident and staff needs, progress, challenges, goal setting and implementation: Hold regular staff meetings.
4. Involved with the screening, selection, evaluation and, if necessary, termination of staff appointments pertaining to The Elizabeth House under the approval of the Care Net Pregnancy Center Executive Director and members of the Board of Directors.
5. Keep up to date personnel files, conduct annual evaluations of all TEH staff and prepare position descriptions
6. Conduct annual review of motor vehicle records from the Department of Motor Vehicles for all staff involved in transporting residents and maintain documentation of these records.
7. In conjunction with House Family Staff, assure adequate staff coverage for the House at all times.
8. Be available to counsel and assist staff in the application of fair and consistent rules and consequences for all residents.
9. Involved in volunteer recruitment, screening, training and placement.
10. Organize teams for special projects as needed
11. Attend regular meetings with Care Net Pregnancy Center Executive Director

**Fiscal and Donor Support Duties:**

1. Involved with the expansion and visibility of the program overseeing outreach contacts, material and correspondence, and speaking engagements.
2. Involved in preparation of the annual budget with the Board Treasurer and the Finance Committee.
3. Supervision and approval of purchasing and operation within the established budget.
4. Oversee a donor program in collaboration with Care Net Pregnancy Center Executive Director, communicating with ministry donors.
5. Involved in fund raising through planning with an executive fund raising team to execute major fund raising events, grant proposals and direct mail pieces as directed by the Development Team.
6. Be available as needed to greet guests and provide tours.

The Care Net Pregnancy Center Executive Director may delegate additional responsibilities to The Elizabeth House Director as necessary.