

Job Description

Job Title: Safehouse Director
Department: Safehouse
Reports To: Chief Executive Officer
FLSA Status: Exempt

SUMMARY

Directs administration of the Residential Program by performing the duties personally or through subordinate staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Supervise all staff members of the program including interns. Meet both individually and collectively to discuss programs, cases, procedures, and problems. Review client case files on a weekly basis. Provide ongoing training to Safehouse staff.
- Directs staff in response to emergency situations and ensures property remains maintained to meet health and safety regulations.
- Oversee and ensure adequate scheduling of staff for 24-hour operation of Safehouse. In addition, oversee staff providing 24-hour on-call coverage for the program to guide staff in good decision making and problem solving.
- Confers with staff to formulate and institute policies and regulations. Evaluate the needs of the program and make appropriate changes.
- Exercise discretion and judgment regarding discharge of persons in the Safehouse Program.
- Maintain and report accurate and up-to-date statistics for the program to include grant writing.
- Provide back-up for helpline calls to include meeting with walk-in clients.
- Acts as shelter liaison for both internal and community programs.
- Meet regularly with the CEO to discuss programs, cases, procedures, and problems.

SUPERVISORY RESPONSIBILITIES

Supervises the Program Manager, Program Assistant, Case Managers, and Safehouse Advocates in the Safehouse Program. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Current MD License as LCPC or LCSW-C. Masters Degree in Psychology, Social Work or Related field and two years clinical experience. The position requires knowledge of intensive psychosocial services and a wide range of skills (casework, group work, individual and family therapy). Ability to work under pressure with time constraints. Knowledge and adherence to laws, policies, procedures, and ethical standards of the counseling profession.

LANGUAGE SKILLS

Ability to read, analyze, and interpret procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Excellent listening skills.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Driver's License and Vehicle. Clean driving record. Background check required. Completion of SARC's 26 hr Basic Crisis Response Training and Lethality Screen Certificate. Completion of the 8-hour Companion training.

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 sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.