

Miracle Hill Ministries
Job Posting

Date: February 10, 2017

Job Posting: FT Program Director

Location: Miracle Hill Boys' Shelter, Greenville, SC

FLSA: Salaried/ Exempt

Reports to: VP of Children's Ministries

Date Job Available: Immediately

Job Posting # 2560-2

Basic Job Description:

Summary / Purpose of Position: The Program Director of Miracle Hill Boys' Shelter is responsible for providing overall leadership to the ministry at the Boys' Shelter.

Essential Duties and Responsibilities:

1. Leadership and Supervision of Miracle Hill Boys' Shelter Staff
 - a. Oversee compliance of facility with all regulatory standards and policies.
 - b. Provide leadership to staff in developing appropriate and caring relationships with residents to support the children/youth in recovery from trauma, learning life skills, and knowledge of Christ.
 - c. Ensure proper staffing including hiring, scheduling, training, and staff development.
 - d. Coach and lead staff in the use of TCI, CARE, and other applicable child care principles.
 - e. Set performance standards and expectations for each shift and staff member.
 - f. Ensure reimbursement for billable services and activities.
 - g. Provide supervision of staff to ensure quality programming and progress toward individual outcomes.
 - h. Ensure shifts are scheduled and covered to provide adequate supervision of the residents in care.
 - i. Provide back up on-call to staff for critical incidents and emergencies.
2. Care Coordination
 - a. Oversee intake, assessment, ongoing care, and discharge planning to ensure that all youth are treated with dignity and respect, receive appropriate intervention and support while in our care, and have appropriate aftercare and support through the transition out of care.
 - b. Develop and maintain relationships with DSS and other area agencies that may provide services necessary to properly meet the needs of Boys' Shelter guests.
 - c. Work with assigned staff to ensure all necessary documentation is completed and filed for each resident.
 - d. Maintain files and facility such that the program is always prepared for licensing and contract inspections.
 - e. Ensure progress toward established programmatic outcomes including maintenance and reporting of data detailing the program's achievement of established contract goals.
 - f. Ensure good stewardship in the use of all resources available to the Boys' Shelter. Assist in the development of annual budget.

3. Physical Plant

- a. Ensure the proper housekeeping and maintenance of the buildings, grounds, and assigned vehicles.
- b. Reporting and appropriate follow up on periodic inspections by agencies and MHM.

4. Other Duties

- a. Oversee or facilitate other activities, such as the educational program in conjunction with the Greenville County Schools, offered to the young men staying at the Boys' Shelter.
- b. To represent Miracle Hill Ministries before governmental entities as needed.
- c. To represent Miracle Hill Ministries, and particularly the Boys' Shelter program, to contributors and the general public through tours, speaking engagements, and public forums.
- d. Other duties as assigned by supervisor.

Qualifications:

- a. Education or equivalent experience: a Master's degree in social work or other related areas of study and one year of experience in the management or supervision of child care personnel, a child care program and/or a closely related field; or a Bachelor's degree in social work or other related areas of study and two years of experience in the management or supervision of child care personnel, a child care program or a closely related field.
- b. Years of experience: Based on education. See above.
- c. Specialized training required: None.
- d. License/Certification: Certification in Therapeutic Crisis Intervention within one year of hire.
- e. Other: Will have satisfactory criminal history and background check determination. (Child Abuse and Neglect Central Registry check, Sex Offenders Registry check, Motor Vehicle Registration check and a satisfactory determination or preliminary records check application.) Ability to understand, to enjoy, and to be comfortable with children. Ability to serve as a role model for residents and staff. Ability to work cooperatively as a team member. Possess valid South Carolina driver's license.

Religious:

- Be followers of the Lord Jesus Christ expressed through a personal profession of faith and Christian conduct.
- Agree without reservation with the Doctrinal Statement of the ministry.
- Since the church is God's vehicle of spiritual accountability, it is important that employees be an active participant in and in good standing with a local Protestant Church. They must comply with the requirement of their church, in areas of conduct not addressed by Miracle Hill's expected practices.
- Have a passion for evangelism and the spiritual welfare of all served by the ministry to include: guests, volunteers, customers, contributors, and staff.
- Demonstrate spiritual maturity commensurate with the requirements of your position.
- Christian conduct encompasses the biblical principles of humility, integrity and compassion to guide us to act professionally and ethically at all times. Miracle Hill Ministries understands that we have all fallen short in our past but the employees are expected to practice Christian conduct at Miracle Hill including:
 - Abstain from the use of illegal drugs or the inappropriate use of medication.
 - Abstain from activities or addictions that have a detrimental effect on guests or the

reputation of the ministry. According to the teachings of Romans 14:13-23, we are to keep from becoming a stumbling block to those within the ministry who may be apt to addiction. It is important to exercise biblical discretion by restricting your freedom in public to include: use of addictive substances such as alcohol or tobacco, choice of literature, and the choice of entertainment. It is important to demonstrate sound judgment that is based on biblical principles that displays evidence of spiritual growth and maturity. (Titus 2:11-12).

- Relationships, particularly with the opposite sex, are above reproach.
- Live free of sexual sin (to include pornographic materials, homosexual conduct, and extra-marital relationships).
- Respect the sanctity of life from conception until death in God's timing.

If interested in the above position, please log on to www.miraclehill.org to complete the online employment application.