PROGRAM DIRECTOR

EMPLOYMENT TYPE: Full time

DEPARTMENT: Program

STATUS: Exempt

REPORTS TO: Executive Director

SALARY: $65,000-$70,000 annually, depending on skills and experience, plus benefits

Magdalene St. Louis (MSTL) is a two-year residential program for women who are survivors of addiction, abuse, and sexual exploitation. Women live in a home together and are connected with a sisterhood of support, comprehensive healthcare, and a job readiness program. Magdalene St. Louis is modeled after the highly successful Thistle Farms program in Nashville, TN. MSTL opened its doors just over two years ago, and has capacity for 11 residents at one time. MSTL will likely have its first graduates in fall of 2017 and spring of 2018.

Magdalene St. Louis is seeking a full-time program director to continue to develop and lead its clinical program.

Primary Duties and Responsibilities:

1) Residents
   a. Provide mental health, substance abuse, and trauma-related clinical oversight for the program staff and women who make up the residential program at MSTL.
   b. Provide individual and group intervention/counseling support on an as-needed basis.
   c. Provide intensive case management services.
   d. Coordinate emergency on-call coverage for women in residential program is available 24 hours a day, 7 days per week.

2) Supervision
   a. Ensure policies and procedures are in place to implement clinical practices.
   b. Supervise members of the clinical team including Assistant Program Director, Support Staff, Practicum Students, and Interns.
   c. Support the Executive Director and Internal Affairs Committee of the board in making and executing decisions related to the healing program at MSTL.
   d. Oversee admission screening and wait list process.
   e. Oversee program completion and early discharge process.

3) Fundraising
   a. Participate in fundraising events, as directed by the Executive Director.

4) Partnerships/Relationships
   a. Support community education and outreach initiatives.
   b. Maintain relationships with government authorities.
   c. Expand and maintain relationships with partners.

5) Leadership and Collaboration
   a. Develop and maintain a culture that is compatible with organizational values.
   b. Hire, supervise, and develop program staff.
   c. Coordinate and support clinically-related professional development for staff and board members.
   d. Convene and facilitate weekly clinical team meetings.
   e. Ensure coordination between board, advisory council, and staff activities.
   f. Attend regular leadership team meetings with Executive Director and Social Enterprise Director
   g. Attend weekly MSTL staff meetings.
   h. Attend committee meetings as invited.
   i. Maintain a spirit of collaboration and teamwork with all MSTL staff and interns

6) Authority
   a. Make clinical decisions up to and including discharging residents from the program.
   b. Make decisions necessary to conduct day-to-day operations.
   c. Keep Executive Director apprised of issues that are within their purview.

Basic Job Requirements:

1. LCSW Required.
2. Knowledge of and experience with target population.
3. Knowledge of and experience providing trauma-informed care.
4. Demonstrated experience providing clinical supervision to developing professionals such as interns, students, and newly graduated human service professionals.
5. Demonstrated Business acumen
   a. Experience in a non-profit organization with managerial or clinical experience is desirable.
   b. Experience managing departmental budgets is desirable.

Please send resumé and cover letter to Hope Jernagan at hope@magdalenestl.org