

## **SAMARITAN WELL, INC.**

### **EXECUTIVE DIRECTOR**

#### **Position Description:**

Manage and facilitate client services for the temporary transitional housing operations at The Samaritan Well. Services are provided to men, women and children.

#### **QUALIFICATIONS**

##### Required:

- Bachelor's degree in social work or social service-oriented field, or bachelor's degree and significant related social service experience.
- Previous case management experience
- Demonstrate proficiency of Microsoft programs, Quickbooks or similar computer programs
- Current 1<sup>st</sup> Aid and CPR certification upon hire
- Valid driver's license and is insurable upon hire
- Excellent oral and written communication skills and professional demeanor

##### Preferred:

- Master's degree in Social Work and/or related field.
- Previous supervisory experience
- Previous grant writing experience

#### **OTHER CONDITIONS OF EMPLOYMENT**

- Complete pre-employment and random drug testing as requested.

#### **DUTIES AND RESPONSIBILITIES**

- **Human Resources:**
  - Responsible for hiring, training, supervising, completing timely annual evaluations and managing all employees, interns, and volunteers.
  - Responsible for day-to-day operation of the shelters to include development of schedules, checklists etc.
  - Responsible for maintaining personnel files, orientation and training records etc. for all employees, interns, and volunteers.
- **Management and Budget:**
  - Responsible for organizing monthly Board agenda, financial and other reports and distributing 1 week prior to the meeting.
  - Attend all board meetings, presenting information about the program, funding, residents and current issues.
  - Responsible for completing and submitting monthly reports to the Illinois Department of Human (IDHS) services in a timely manner.
  - Monthly Budget Monitoring
    - Responsible for working with accounting services as needed to complete payroll and fiscal requirements of the program.
    - Operate within the annual budget approved by the board.
  - Responsible for writing and monitoring IDHS and other grants as needed/required.
  - Responsible for documenting income and expenses and monitoring on-line banking, and coordinating service payments as needed.
  - Provide on-call services 5PM-8AM weekdays and weekends (alternating weekends with case manager)

- **Service Provision**
  - Responsible for ensuring comprehensive and timely service provision (intake through discharge) of all residents.
  - Responsible for ensuring thorough and timely case notes are completed by all staff for each resident from intake through discharge.
  - Responsible for ensuring all resident case files meet funding requirements.
  - Responsible for ensuring all staff provide services in a dignified and confidential manner at all times.
  - Responsible for ensuring that all staff maintain professional boundaries and ethical working relationships with all residents.
  - Provide direct services to residents (in conjunction with the case manager) as needed.
  
- **Community Involvement**
  - Responsible for regularly attending Continuum of Care and other related group meetings
  - Responsible for meeting with various community organizations and groups to explain and promote Samaritan Well programming in the community.
  - Work collaboratively with community organizations
  
- **Building & Grounds**
  - Responsible for the health and safety of personnel and residents at all times.
  - Responsible for overseeing all day-to-day and general maintenance of shelters and problem-solving as needed.

## **ORGANIZATIONAL RELATIONSHIP**

The Director reports directly to the Board of Directors.