



## The Union Mission Job Description

*Dedicated to serving God by serving the most vulnerable people in the community; the poor and homeless.*

**POSITION:** Director of Women's Ministries      **DEPARTMENT:** Programs      **DATE:** 11/2023

**RESPONSIBLE TO:** Sr. Director of Programs      **STATUS:** Exempt FT      **BFOQ:** Christian/Female

### **SUMMARY:**

Under the direct supervision of the Sr. Director of Programs, the Women's Ministry Director will be primarily responsible for the leadership and management of all Women's programs and services including: Emergency Shelter, Residential Recovery/Discipleship Programs, and Aftercare/Transition Program. The ultimate goal is to reach those encountering homelessness with the Gospel of Jesus Christ while helping to address the basic necessities of life. The Director is responsible for supervising departmental staff to ensure that program purposes are fulfilled and ministry objectives are met. The Director is also responsible to provide confidential counseling, education, and support to women. The position will focus on the overall growth and success of all programs, generating effective programs that will empower individuals to live transformed lives in Christ. The Director of Women's Ministries shall represent The Union Mission through demonstrated Christian conduct, sound judgment, community engagement, and compassionate, competent, and evidenced leadership.

### **DUTIES & RESPONSIBILITIES:**

- ❖ In partnership with Sr. Director of Programming develop and implement shelter and long-term residential discipleship/recovery programs, which offers the highest standard of services and is consistent with our core values. Oversee daily operations.
- ❖ Assure meaningful and effective programs are in place to meet the spiritual, physical, and emotional needs of clients:
  - Communicate a perspective that aligns with a 'Bible-above' approach to culture and daily life
  - Establish and fulfill goals and objectives for Women's ministry and effectively measure progress toward those goals
- ❖ Provide leadership, staff development, evaluation of employees, training, supervising, disciplining, hiring and terminating employment of departmental staff under the leadership of the Sr. Director of Programs.
- ❖ Responsibly interview, onboard, train, and supervise departmental staff members. Review candidates with the Sr. Programs Director and coordinate hiring procedures with Human Resources. Ensure compliance with all employment policies of The Union Mission and applicable employment laws of the Commonwealth of Virginia and the United States.
- ❖ Maintain, approve and develop policies, standard operating procedures, etc. for Women's programming and services guidelines under the leadership of the Sr. Director of Programs.
- ❖ Develop and be responsible for thorough, accurate and reliable program records and statistics.
- ❖ Build relationships with appropriate community agencies benefitting to residents/guests.
- ❖ Demonstrate proficiency with client tracking database.
- ❖ Model servant leadership to staff and clients
- ❖ Work in partnership with the Men's division in program development and around common concerns.
- ❖ Represent The Union Mission through public speaking and/or participation at other community happenings as requested.
- ❖ Encourage and grow ongoing communication with churches, community organizations, and businesses in pursuit of transformational change opportunities.
- ❖ Work collaboratively with other Union Mission management and staff to advance the ministry of Union Mission; attend meetings as requested and scheduled.
- ❖ Additional projects and tasks as requested

### **SKILLS & QUALIFICATIONS:**

- A personal commitment to Jesus Christ that is demonstrated by a lifestyle of obedience to God's Word
- Ministry minded, mature Christian with the passionate belief and commitment to invest in individuals, demonstrating Christ's love and grace through relationship building and practical assistance, in accordance with the TUM Vision Statement, Core Values, and Statement of Faith.

- Excellent program development skills, able to define, establish, grow, and improve program in alignment with core values.
- Excellent team-builder and servant-leader, able to grow and develop staff to enhance strengths individually and as a team.
- Strong interpersonal skills, able to listen and guide according to biblical principles and individual needs. Effectively and practically communicate and counsel according to Biblical concepts of grace and truth.
- Exercise sound judgment demonstrating proficiency in analysis, problem solving, mediation and conflict resolution.
- Good writing, counseling, coaching, and teaching skills.
- Knowledge of and experience in the professional community with the ability to effectively interface and establish relationships with other agencies and organizations to create a network, benefitting to those we serve.
- Able to remain calm and purposeful in unpredictable or potentially volatile situations; able to effectively de-escalate situations; high awareness and regard for safety.
- Ability to handle multiple tasks simultaneously while achieving program outcomes and meeting deadlines.
- Insightful, trustworthy, honest and perceptive.
- Excellent organization skills with regard to people and information; able to maintain big-picture perspective.
- Computer literate, knowledgeable in word, excel, database management systems and internet.
- Knowledge and experience in homeless related issues and contributors including: mental health, domestic violence, and addiction recovery.
- Valid driver's license – required. Driving record acceptable to insurance carrier – required.
- CPR/First Aid certification – preferred.
- Yearly TB clearance – required.
- Criminal background check / Life Scan/fingerprint clearance – required.

### **WORKING CONDITIONS/PHYSICAL FACTORS:**

*Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%*

- Work is primarily indoors and will require climbing stairs, sitting, standing, bending, reaching, and going from building to building – *frequently*.
- Carrying up to 35 pounds up and down stairs – *occasionally*.
- Requires working with a diverse population, many of whom struggle with homelessness, addiction and mental illness – *continuously*.
- Environment will be odorous due to lack of personal hygiene and intoxication of guest – *occasionally*.
- Requires a sustained level of high energy, stamina, and ability to move about all the facilities on a regular/ongoing basis – *frequently*.
- Requires the ability to hear, see, and speak clearly – *continuously*.

### **EDUCATION/EXPERIENCE:**

- A Master's degree in clinical psychology, Marriage & Family Therapy or social work with Bible/Seminary training is highly desirable.
- Certification and/or licensure in drug/alcohol and/or related area (CAC, LPC, etc.) *strongly preferred*
- 2+ years of previous management/supervision experience working within homeless/mental health/addiction or human services field
- 5+ years working directly with individuals who've struggled with homeless, mental illness, and/or addiction related issues
- Previous ministry experience/service desirable, especially within a Rescue Mission environment

### **Requirement:**

The Union Mission is a privately funded 501 (c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry. As such, each employee must have a personal relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of The Union Mission;
- Subscribe to The Union Mission Doctrinal Statement and Qualifications for Employment upon hire and continuously while employed;
- Endeavor, in good faith, to fulfill the purpose and Mission of The Union Mission;
- Adhere to The Union Mission Employee Handbook.

***My signature below acknowledges that I have read and understand the job description as described herein and that I can fulfill this position including but not limited to the Physical Requirements/Working Conditions (with or without accommodation) unless otherwise noted. I understand that this job description is not all-inclusive and that employment with The Union Mission is always at-will.***

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Signature

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Printed Name

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Date