



## **Program Director**

The Program Director is responsible for establishing and fostering an atmosphere of community in addition to supervising daily operations and staff of the respite program. This person has direct responsibility working with Friends to facilitate connections to community based primary care, housing and other needed services and supports; and is also responsible for determining when a Friend needs a higher level of care than can be provided in Respite. The Program Director must perform their duties in such a way as to uphold the radical organizational mission and vision, and be able to share the peace of Christ with all who come to Haywood Street Respite.

### **Specific Duties and Responsibilities:**

- Ensure overall operational effectiveness of Haywood Street Respite
- Create and support an atmosphere of peace and community at HSR
- Ensure that all actions at HSR are in line with our stated purpose
- Update policies as needed, in partnership with HSC executive director
- Ensure the cohesiveness of staff through planned time together
- Supervise the staff of HSR
- Ensure staff has appropriate training for required duties
- Manage staffing schedule
- Review referrals for appropriateness, consulting with HSR medical director as needed
- Oversee specific goals of care and plan for departure for each friend/guest
- Review hospital discharge instructions, medications, HSR covenants, goals/departure plan and plan of care with each friend/guest
- Oversee development of a housing plan for each Friend that stays at HSR
- Make connections/contacts for needed resources and supports for Friends
- Attend to Friends' needs, including access to medication
- Track data related to admission, diagnosis, discharge, length of stay, cost of stay
- Manage budget for HSR
- Maintain communication with partner agencies
- Facilitate an HSR Advisory Board
- Support companion/volunteer involvement with HSR

**Minimum Qualifications:**

- Licensed as a Registered Nurse or Licensed Practicing Nurse
- Bachelor's Degree
- Supervision experience
- Solid understanding and acceptance of the Haywood Street Congregation mission and vision

**Preferred Qualifications:**

- Demonstrate excellent critical thinking skills
- Be skilled at building community
- Be organized, able to multi-task and have outstanding time management skills
- Have exceptional communication and interpersonal skills
- Stay calm in a crisis
- Be able to work within a diverse community and appreciate different perspectives
- Have experience working with marginalized populations
- Appreciate that people and problems are always contextual
- Be flexible and adaptable  
description