

PURPOSE OF POSITION

To develop and manage the opportunity for the local church to be involved in discipleship, development, and work-training of ladies at WFHC.

RESPONSIBILITIES

- Oversee volunteers and/or staff involved with the women's long-term program at WFHC
- Develop and implement a long-term discipleship and development program alongside the WFHC Director
- Work with the WFHC Director and the Director of Ministry Enterprise to develop a social enterprise work program for program students to partner in
- Oversee educational classes for the long-term program
- Work with Care Coordination to ensure that Wellness Wheel evaluations are completed and counseling provided as needed
- Work with program students who are in need of completing their HiSET
- Assist the WFHC Director in completing random drug UA tests of program students
- Work with the WFHC Director in job placement for each program student as she enters work phase.

ORGANIZATIONAL RELATIONSHIPS

- The Program Director reports directly to the WFHC Director and works alongside the Child Care Director, Kitchen Manager, and Operations Manager.

JOB REQUIREMENTS

- Strong organizational and communication skills.
- Self-motivated, organized and responsive.
- Desire to develop relationships with guests and their children.
- Ability to teach and lead.
- Timeliness/reliability.
- Wide range of interpersonal skills.
- Proficiency in G-mail operation including Google calendar and Google Drive operations.
- Proficient with Microsoft Office operation.
- A servant's conduct.