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Job/Position Description

JOB/POSITION TITLE: Director of Women's Group Home

Date: June 12, 2017
Reports To: Executive Director
Status: Full time position. 4:30pm - 8:30am on Sunday through Thursday nights. Must be available some weekends.

SUMMARY:

The Director of the Women's Group Home is responsible for nurturing and developing a healthy, happy, and safe environment for up to ten of The Mustard Seed's residents.

The Director of the Women's Group Home reports directly to and works closely with the Executive Director.

JOB RESPONSIBILITIES:

- Supervise daily hygiene routines for Seedsters.
- Develop, implement and submit appropriate menus of well balanced, nutritionally healthy meals.
- Train and supervise Seedsters in independent self-care habits.
- Plan weekend and evening recreational activities for the Seedsters.
- Secure appropriate monies and transportation for Weekend Relief Staff.
- Schedule Weekend Relief staff from the approved list of personnel.
- Work closely with the campus Nurse to administer medication when appropriate and authorized by parent or guardian.
- Work closely with the Day Program Staff as well as the Special Care Facilitator to implement appropriate behavioral modifications and to maintain appropriate records for each Seedster.
- Maintain household budget
- Purchase food and supplies for the home.
- Maintain cleanliness of property and promptly notify Facilities Director and Operations Director of necessary repairs and maintenance.
- Other duties set forth by the Executive Director.

POSITION QUALIFICATIONS:

- Energetic and creative attitude with a strong client relation skills; enthusiasm for the mission of the Mustard Seed and willingness to fully contribute to a team-oriented, fast-paced organization
- Strong project management and time management skills and must be self-motivated.
- Ability to drive a 15-passenger van
- Ability to perform or be trained in CPR and other First-Aid procedures.
- Excellent communication and organizational skills.
- Experience with individuals with Special Needs is preferred