



PROUD HAVEN

a place to be home

Residential Program Director for Proud Haven

Job Description

Last Updated 11/24/2017

Proud Haven seeks a full-time Residential Program Director. This is a new position and will be the first full time position with Proud Haven. As such, Proud Haven is seeking an independent and passionate individual who is excited by the idea of further developing this job description to ensure the success of the organization and this position. Initially, the Director will be tasked with doing the following:

- Oversee the day to day operations of Proud Haven under the direction of the Board of Directors;
- Oversee the residential program for Proud Haven to include, but not be limited to:
 - o potentially living in-house or nearby a residential facility that houses three LGBTQ+ young people (generally 18-25 years old) experiencing homeless and housing instability;
 - o providing direct service to LGBTQ+ young people experiencing homelessness and housing instability;
 - o providing oversight and basic case management of all individuals housed in Proud Haven and partner organization short-term transitional residential facilities;
 - o performing intake and evaluation of potential clients for Proud Haven and partner organizations residential living programs acceptance and referrals;
 - o maintaining all records (paper and electronic) for residential and non-residential clients, including a well-organized waiting list for the beds in the Proud Haven residential space;
 - o assisting individuals in transitioning in and out of a three bedroom residential facility;
 - o working with individuals in connecting to resources including job training, food stamps, food pantries, transportation assistance, etc.;
 - o meeting regularly with individuals in the residential facility to assist in creating a plan to gain stability and transition out of the facility;
 - o mediating all conflicts within the residential facility as needed and oversee the drafting and implementation of house rules;
 - o developing, implementing, and working with other organizations to create on-going programs (i.e. small group therapy, discussions, health care provision, game nights, etc.);

- coordinating staff and volunteer schedules to ensure appropriate client support; and
- overseeing and implementing other requirements as needed to ensure the success of the residential program;
- Plan, implement, promote, and coordinate on-going programs committed to and stemming from the Mission, Vision, and Values of Proud Haven;
- Maintain and develop new relationships with regional social service organizations relevant to Proud Haven client population needs;
- Work directly with LGBTQ+ youth not currently housed in the residential facility to provide resources, guidance, and support on a case-by-case basis;
- Work with the Board of Directors on effective budgeting and submitting budget proposals for the planning and implementation of all programs;
- Work with the Board of Directors on advertisement and marketing as it relates to all programs;
- Work with the Board of Directors on fundraising efforts for the organization;
- Report to the Board of Directors;
- Attend all monthly Board of Directors meetings;
- Participate in regional housing provider network meetings;
- Supervise any staff or interns, including current part-time program coordinator;
- Position may grow to include additional residential units over time;
- Other duties as assigned and needed.

Qualifications for this position include:

- At least two years of experience working directly with LGBTQ+ youth, youth experiencing homelessness, and/or at-risk youth.
- Current clearances through the State of Pennsylvania and FBI to work with youth
- Ability to work independently and take initiative
- Creativity and flexibility
- Experience planning and implementing large scale programs
- Good judgment and the ability to plan and accomplish goals
- College degrees and higher education may be considered as supplemental to years and types of experience
- Reliable transportation to get around the city of Pittsburgh and nearby communities, having access to a vehicle with a drivers license and insurance is preferable

Pay and benefits:

- The pay for this position is \$25,000 - \$35,000 per year, depending upon experience
- Two weeks paid time off
- This is an exempt position and hours may vary from week to week
- This position is anticipated to be live-in, thus room will be provided so long as it can be secured
- Days and hours worked will vary, including some nights and weekends
- Proud Haven will work with the individual to subsidize and secure health insurance
- This is a one year position with the possibility of renewal upon Board approval and funding

Interested applicants should provide a resume and a letter explaining their qualifications and interest in the position. To submit an application you can:

- E-mail materials to apply@proudhaven.org (preferred method) – Save as one file in the following format LASTNAMEFIRSTNAME – so, if your name was Tia Thompson, you would send the file as THOMPSONTIA.doc
- Mail materials to Proud Haven
Program Coordinator Application
5132 Butler Street, 1st Fl.
Pittsburgh, PA 15201
- Drop materials off at the above address

References will be requested at the interview. **Applications will be accepted on a rolling basis and interviews will begin immediately.**

Proud Haven provides equal employment opportunities to all applicants without regard to race, ethnicity, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, disability, veteran status, or genetics. In addition to federal law requirements, Proud Haven complies with applicable state and local laws governing nondiscrimination in recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

