

**Jefferson House Director – Detroit, MI**  
**The Province of St. Joseph of the Capuchin Order**

*Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.*

The Province of St. Joseph of the Capuchin Order is currently seeking a Director for our Jefferson House facility, which is a component of the Capuchin Soup Kitchen. The Director of “J-House” will be responsible for overseeing all phases of facility management and all treatment (drug and alcohol) initiatives for residents.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Oversee the overall operation of Jefferson House and the therapeutic treatment provided to the residents
- Oversee day to day upkeep and maintenance
- Recommend policy to the Executive Director of the Capuchin Soup Kitchen
- Develop evaluation plan to ensure attainment of objectives
- Ensure facility is operating to CARF standards
- Establish annual budget recommendations to be approved by CSK Exec. Director
- Supervise and annually evaluate staff
- Administer stipend payroll functions for residents of the house
- Administer staff scheduling and time clock functions
- Other tasks and duties as assigned by Executive director

**Qualifications:** The desired minimum education and experience level for this position is a Bachelor’s degree, experience in substance abuse, theology, psychology, social work, education or nursing, or the equivalent at the discretion of the Provincial Council. At least two years of experience in healthcare administration and/or fiscal management. Appropriate licensure and/or certification, as required by the State of Michigan. Knowledge of the health and safety requirements of residential care facilities.

**Please submit letter of interest and resume to:**

[employment@thecapuchins.org](mailto:employment@thecapuchins.org) Include Jefferson House Director in the subject line.

OR

Attention: Human Resources  
Jefferson House Director  
The Province of St. Joseph of the Capuchin Order  
1820 Mt. Elliott Street  
Detroit, Michigan 48207