

Director, Residential Programs
The Province of St. Joseph of the Capuchin Order - Capuchin Soup Kitchen

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 Director of Residential Programs is responsible for all aspects of the facilities, operations, programs and recruitment of participants for both Jefferson House and the ROPE Program. As a member of the Leadership Team, this position participates in advising other CSK programs with regard to operational and strategic planning.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities.
- Manage all aspects of the ROPE House and Jefferson House including preventative maintenance, repairs and administration
- Maintain all necessary licenses and accreditations and serve as liaison between accrediting bodies and Executive Director
- Establish and manage annual budget submitting financial reports as required
- Supervise and evaluate staff, support payroll functions, conduct routine staff meetings
- Direct Jefferson House resident treatments and provide direct treatment
- In collaboration with members of the leadership team, arrange for work therapy and training schedules of both ROPE and Jefferson House participants
- Develop and maintain relationships with local treatment centers and shelters to facilitate incoming residents
- Ensure confidentiality and maintenance of resident records
- Ensure safety of residents and staff by developing and maintaining safety guidelines
- Maintain professional accreditation and continue training and education
- Serve as member of CSK Leadership team
- Represent Jefferson House and the ROPE program in the community
- Maintain current Standard Practice Manual
- Comply with Province and ministry policies, procedures, guidelines and standards

Qualifications: Masters degree in administration, healthcare or social sciences, experience in substance abuse, theology, psychology, social work, education, nursing or equivalent, State of MI certification as substance abuse counselor with 2 years exp. And 2 years exp in healthcare administration or management. Ability to travel locally, working knowledge of facility maintenance, ability to work flexible schedule including some holidays.

Review of resumes and applications will begin immediately.

Interested candidates can apply by:

1. Pick up application at the Meldrum Soup Kitchen
2. **Submit letter of interest and resume to:**

employment@thecapuchins.org Include Director, Residential Programs in the subject line.

(Or)

3. Attention: Human Resources
Re: Director, Residential Programs
Conner Soup Kitchen
4390 Conner, Detroit, MI 48215