
The DCIC is accepting applications for the position of Hearten House Gospel Rescue Mission Director

The DeKalb Community Impact Corporation is launching Hearten House Gospel Rescue Mission, a women's restorative care facility, slated to open in the fall of 2017. Hearten House will serve up to 10 women at a time, who are experiencing a homeless crisis. The program of care will include counseling and accountability in the following areas: recovery from trauma, spiritual and emotional health, personal finances, life skills, employability, parenting and relationships. While emergency housing will be available, the primary mission of Hearten House will be this long-term program of total-life transformation, which will require women to commit to 6 – 8 months of course work and case management.

The Hearten House Director will be instrumental in laying the groundwork for this ministry, by working alongside the Hearten House Committee (HCC) to write policies and procedures and choose course materials. The Hearten House Director will provide daily management of the program including the supervision of staff, residents, volunteers and potential interns. Oversee and review all resident intakes and discharges from Hearten House. Superintend residents, provide case management, maintain Hearten House policies and procedures, maintain records, manage facility and coordinate programming.

DUTIES AND RESPONSIBILITIES

- Oversight and management of all aspects of Hearten House.
- Responsible for supervision of Hearten House staff, their training, coaching, performance feedback and annual reviews in conjunction with Hearten House Committee (HHC).
- Maintain daily operations of Hearten House programs, ensuring resident safety.
- Ensure all residents have materials and provisions necessary to achieve maximum success.
- Enforce all Hearten House policies and procedures as developed by HHC.
- Ensure staff/volunteer coverage during all resident service hours.
- Provide case management for residents, assisting in development of healthy, confident individuals, who are better prepared to take on life's challenges.
- Superintend all Hearten House intakes and discharges .
- Record resident information in necessary data collection systems (HMIS, Commit Change).
- Train staff in data collection systems.
- Present Hearten House to the community, building support for the DCIC's mission. Attend community events on behalf of the DCIC and Hearten House.

WORK WITH THE DCIC EXECUTIVE DIRECTOR TO

- Maintain statistical information including residents served, admissions declined, admissions rejected, admissions unable to serve.
- Assist writing grant applications and any required reporting
- Draft and manage Hearten House budget
- Record in-kind donations brought to Hearten House location.

The DCIC responds to needs in our community with compassionate, Christ-centered programs and services. Our vision is to see all people experience fullness of life in Christ.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Be a mature Christian and be a member or regular attender of a local church.
- Subscribe to the DCIC's by-laws and Statement of Faith.
- Bachelor's Degree in a human service field required (ie social work, counseling, psychology), Master's Degree preferred; non-profit organizational experience and knowledge a plus.
- Minimum 3 years of experience in a related field, including experience with case management.
- Excellent organizational skills
- Crisis management and decision making skills
- Flexible and able to respond to a variety of challenging situations
- Problem solving skills with solid assessment abilities.
- Possess excellent verbal and written communication skills and be well organized.
- Possess excellent computer skills including MS Word, Excel, Internet, and Gmail.
- Be able to work well with people of diverse populations or backgrounds as well as other agencies, volunteers, guests and staff members.

GENERAL INFORMATION

- Full time, salaried position; flexibility in schedule at times may be necessary.
- Duties and responsibilities of the Hearten House Director may change as the program develops.

DeKalb Community Impact Corporation (DCIC) is a 501(c)3 organization whose mission is to respond to unmet needs in our community with compassionate, Christ-centered programs and services. Our vision is to see all people experience fullness of life in Christ. Please be aware that the successful candidate will be required to sign a statement of Christian faith, which can be viewed at <http://www.dcionline.org/about-the-dcic.html>.

Please submit: resume, cover letter, minimum of three references, and your home church with pastor's contact information

***Email Brad Harris, DCIC Executive Director brad.harris@dcionline.org
or mail to 2301 North Main Street, Auburn, IN 46706***

I have read the above, and understand it is intended to describe the general content and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and I understand the performance of other duties will be required from time to time in order to meet the Hearten House's needs. Furthermore, I understand that Indiana is an "At Will" state and that the DeKalb Community Impact Corporation operates as an "At Will" employer. I have been given a copy of this position description.

Signature _____ Date _____