

Position Summary



Director of Residential Services

Position reports directly to:	Chief Executive Officer (CEO)
Positions reporting directly to this position:	Assistant Directors (ADs), Case Managers, Residential Advocates, Interns and Volunteers
Primary Work Location:	Residential Services Campus
Employment and Overtime eligibility status:	Full Time; Flexible Schedule Not Overtime eligible, Not Remote eligible
Starting salary range:	\$65,000-68,000
Hiring Authority:	This position has the authority to hire staff for program completion and terminate as needed

Recommended Qualifications and Skills

Bachelor's degree in social services, business administration or related preferred; minimum of 3 years of supervision and/or program management experience required. High competency in crisis management required, particularly in a residential setting. Facilities management skills, flexible availability and training development abilities a plus. Commitment to collaborative team dynamics, feminist principles, trauma informed care, empowerment-based service models and social justice endeavors. Clean driving record and ability to pass a level 2 background screening required.

Physical Requirements

Ability to:

- Move about the Residential properties and Outreach offices, as well as community partner sites
- Drive agency vehicles, and transport participants as needed
- Work at a desk/around Campus for up to 8 hours
- Participate in light to moderate lifting, cleaning/sanitizing and upkeep of supplies and facilities
- Operate (including basic troubleshooting) shelter systems (desktops, cameras, phones, alarm, equipment)

Principal Job Duties

1. Monitor and ensure Residential services operate in accordance with established agency philosophies and within the requirements of funding sources, laws and state regulations.
2. Develop, implement, and monitor survivor focused services relative to effective campus operations.
3. Collaborate with the Chief Operations Officer (COO) and ADs on recruiting, hiring, supervising and evaluating Residential staff.
4. Oversee campus operations and physical plant by coordinating tasks with appropriate staff and vendors.
5. Facilitate case management, housing, and staff meetings; effectively report outcomes to Residential staff.
6. Participate in capacity building and problem solving as a member of the Leadership team by sharing critical program and personnel information in a timely manner.
7. Participate in Residential services support via back-up rotation.

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Secondary Job Duties

1. Stay current with agency programs, services and procedures and with state laws and standards.
2. Provide direct services coverage support as needed.
3. Act as a representative of the agency at community meetings, programs and events.
4. Attend meetings and trainings as needed.
5. Assist the CEO and COO with assigned tasks and projects as needed.

Agency Requirements

All Employees of Peaceful Paths are expected to demonstrate a commitment to:

- upholding the Employee Guiding Principles for the Workplace
- promoting diversity, equity, inclusion and belonging
- professional ethics and standards
- flexibility and teamwork
- protection of confidentiality

Please send resume and cover letter to apply@peacefulpaths.org by September 20, 2024.