

## **An invitation to apply for this position:**

**“Are you someone who longs to devote your life to helping others?  
If you want to dedicate your work to Christ, and have the right experience, education, and skills,  
please contact Board President Wayne Shaffer at 831-427-1380.**

## **Job Description: JMJ Program Director**

**Transitional shelter facility: JESUS MARY JOSEPH HOME 132 Lennox ST Santa Cruz CA 95060  
Updated and approved by the SFCK/JMJ Board of Directors -- December, 2022**

**Our mission statement:** *“The St. Francis Catholic Kitchen and Jesus Mary Joseph Home mission in Santa Cruz is an expression of the teachings of St. Francis of Assisi, graciously providing food, clothing, shelter, and new opportunities to those in need, with dignity and love.”*

### **Expectations & Directives**

#### **Employment Requirements:**

- ***Must be a mature woman and member of the Roman Catholic Church.***
- ***Possess higher education and previous experience in welfare work or healthcare or charitable Catholic services, for example, a social worker, nurse, or religious.***
- ***Reside on-site 24 hours/7 days per week in separate living quarters.***
- ***CA Driver’s license with clean DMV record.***

#### **Compensation Ppackage.**

***Earn \$2,200/month, plus periodic bonuses. Private residence (charming, detached apartment), food, all utilities (including cell phone, direct tv), personal auto expenses (including auto insurance, gas and maintenance), continuing education expenses, and health insurance.***

#### **Basic Expectations and Duties.**

- ***To review incoming applications from senior women and mothers with children, conduct interviews and screenings, and warmly welcome new residents to the program.***
- ***To assure that house rules for residency are understood and followed by each person.***
- ***To oversee the provision of transitional living quarters which include access to hygiene and laundry facilities, access to clean clothing, and nutritious food.***
- ***To lovingly assist residents (senior women, mothers with children) with spiritual, emotional, psychological, and physical healing from trauma.***
- ***To collect, or to elect to forgo, the small monthly program fee paid by each resident.***
- ***To guide residents toward accessing resources leading to independent living.***
- ***To conduct trauma-informed progress reviews for the initial probationary interval, periodically throughout the stay, and upon the exit date.***
- ***To ensure that equipment and environment is clean, orderly, safe, and well-maintained.***
- ***To coordinate the screening, work, and training of volunteers.***
- ***To report program services provided, incidents, and issues to the board of directors.***

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## **Expanded SUMMARY of EXPECTATIONS AND DUTIES**

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### **PROVIDE JMJ RESIDENTS WITH SERVICES AND OPPORTUNITIES TO SERVE**

1. Guide residents toward achieving their life goals on their path to independent living.
2. Assist residents with accessing financial, food, childcare, or housing support services.
3. Help residents to complete school, find sufficient employment, maintain employment, save money, prepare a personal budget, find affordable housing and childcare, attain citizenship, practice good parenting and proper nutrition leading to a better life.
4. Guide residents through an appropriate process for healing from trauma.
5. Have each resident participate in JMJ's family-style living wherein each is to complete assigned household chores, such as cooking or cleaning or gardening.
6. Plan and serve family-style special Holy Day meals each week and during the year. Observe special events such as birthdays, graduations, and baby showers.
7. Oversee the work of one resident who agrees to take on the role of house manager.
8. Schedule in-services and visits from outside agencies that wish to provide health, nutritional, and creative enrichment classes to residents.

### **ADDRESS LOCAL HOUSING & WELFARE ISSUES**

9. Network with area shelter program directors.
10. Attend workshops to keep informed on relevant laws and social trends that address homelessness, poverty, early childhood trauma, domestic violence, substance addiction, senior women's services, maternal and women's services, and child welfare services.
11. Be familiar with legal aid organizations, and other relevant networks to maximize available funding and connect participants to additional resources and supportive services such as the Public Housing Authorities.
12. Build and retain the respect of JMJ in juvenile dependency courts and family courts, as a stable, trauma-informed shelter provider dedicated to the wellbeing of residents.
13. Participate in record-keeping with the local Continuum of Care (CoC) and local Coordinated Entry System (CES), and/or the Homeless Management Information System (HMIS) used to track homeless clients.

### **OPERATIONAL DUTIES:**

14. Supervise weekday menus, food preparation, and services to residents.
15. Maintain public health and food safety standards in the kitchen and throughout the premises.
16. Maintain sanitary hygiene & laundry facilities with the assistance of staff and volunteers.
17. Monitor, purchase, and transport food and supplies.

18. Transport donated foods, or delegate the task to responsible volunteers.
19. Recruit, train, and coordinate the safety and work of volunteers for scheduled work days in the house or yard, and for events such as fundraisers or open houses.
20. Assure that residents are receiving prescribed maintenance medications.
21. Provide transportation and/or accompaniment to healthcare appointments.
22. Schedule periodic inspections and maintenance of equipment and facility.
23. Oversee the receipt of in-kind donations of clean clothing & supplies.
24. Be prepared to teach and to use de-escalation techniques to defuse unpleasant situations with visitors, residents, and/or disagreements arising among volunteers.
25. Make use of the security lighting and security camera system and make sure that these are working as expected.

#### **EXPENDITURES**

26. Pay monthly and periodic bills in a timely way.
27. Maintain an up-to-date checkbook with the assistance of the Treasurer.
28. Obtain the board president's approval for new expenditures over \$500.
29. For larger online purchases, contact the board president to use the nonprofit's bank card.

#### **PROCESS and TRACK DONATIONS**

30. Receive and photocopy groups of donation checks, assign a batch number, and deposit checks in the JMJ account. Obtain batch numbers from the kitchen program director.
31. Submit the batch with donation information to the database entry volunteer for tracking and sending tax receipts.
32. Keep a log of deposit batch numbers that are sent to the database volunteer with amounts, check numbers, and dates.
33. For tax filing and grant application purposes, maintain a record of donated food, clothing, hygiene supplies, volunteer hours, and of services provided.
34. Create a year-end summary of in-kind donations and services for the treasurer.

#### **COMMUNICATIONS**

35. Monitor and respond appropriately to incoming US mail, emails, and telephone calls. When uncertain how to respond, seek the advice of the board president.
36. Build and maintain positive relationships with donors & supportive agencies. At least once per year, send a personal thank you to major donors of food or supplies or monetary grants.

37. Maintain a positive presence on the non-profit website for the JMJ Face Book page with announcements, photos, and news, pointing to the work of the shelter.

**PERSONAL HEALTH**

38. Maintain healthy personal habits and seek regular health care.

39. Clean and maintain the director's separate "La Casita" living quarters. Report issues to board president.

40. Promptly contact the board president to report the need for personal medical care or sick leave, and to request time off. During an absence, ensure that responsible staffing is in place to provide food and services.

41. Alcohol abuse or drug abuse will not be tolerated.

**RELATIONSHIP to the BOARD of DIRECTORS**

42. Participate in an annual job performance review by the board of directors.

43. Contact the board president immediately regarding urgent or emergency events, such as broken equipment, adverse incidents, or police action required.

44. Prepare a monthly report to document numbers served, utilization of grants and awards, accomplishments, adverse incidents, and operational issues.

45. Serve as a non-voting board member and present the program report at Second Tuesday board meetings.

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