

FAITH & WORK and FAITH & FINANCES – DIRECTOR

Position Assignment

Title: Director of Faith & Work and Faith & Finances
Organizational Unit: Faith & Work and Faith & Finances programs
Recruited by: Vice President of Family and International Ministries
Approved by: President and CEO

Working Relationships

Reports to: Vice President of Family and International Ministries
Supervises: Faith & Work and Faith & Finances Site Coordinator, Faith & Finances Facilitators, Faith & Work and Faith & Finances – Administrative Assistants
Staff Team: Faith & Work and Faith & Finances Site Coordinator, Faith & Finances Facilitators, Faith & Work and Faith & Finances – Administrative Assistant, and all STCH Ministries staff

Basic Functions

The Director of Faith & Work and Finances and Finances plays a front-line role in serving individuals in need through the Faith & Work and Faith & Finances programs of South Texas Children's Home (STCH Ministries). The Director works with the Site Coordinators, volunteers and STCH Ministries staff to help individuals find God's purpose for their lives and work, foster social, personal and spiritual growth, and receive training that will increase their opportunities to achieve employment and provide for themselves and their families.

Basic Responsibilities

1. To meet and maintain STCH Ministries standards and goals, as outlined by the Vice President of Family and International Ministries.
2. To complete all training and certifications required by the developers of materials used by the Faith & Work and Faith & Finances program, including renewing applications and registrations as required.
3. To work with the Directors and Vice President of Family and International Ministries to develop a ministry plan that meets the needs of the population to be served, and is consistent with the STCH Ministries mission.
4. To help determine roles of each staff member and volunteer, and delegate responsibilities to

Position Description

South Texas Children's Home Ministries



achieve an efficient distribution of duties and a well-functioning ministry.

5. To help recruit and train mentors and volunteers, consistent with standards developed at other STCH Ministries Faith & Work and Faith & Finances sites, in consensus with the Vice President of Family and International Ministries.
6. To conduct evaluations of success measurement outcomes; maintain and prepare financial and other records and submit reports as requested.
7. To assist the Vice President of Family and International Ministries on the budget process, helping to anticipate expenses and operating the Faith & Work and Faith & Finances programs in accordance with the budget approved by the STCH Ministries Board of Directors.
8. To speak on behalf of STCH Ministries, including the Faith & Work and Faith & Finances programs in the community on a regular basis.
9. To cultivate relationships with local churches to raise awareness of STCH Ministries Faith & Work and Faith & Finances programs resources and needs.
10. To establish and maintain constructive and cooperative interpersonal relationships with staff and volunteers.
11. To provide referrals to Community resources and STCH Ministries programs as necessary for difficult and critical cases.
12. To be available to teach classes, assist in securing resources and referrals for students as needed.
13. To evaluate, recommend, and help establish additional Faith & Work and Faith & Finances sites in collaboration with STCH Ministries' leadership to enable the operation of Faith & Work and Faith & Finances at maximum student capacity.
14. To perform all other duties as assigned.

I, the employee, have read, understand, and agree with the position description for Director of Faith & Work and Finances and Finances.

Employee Signature

Date

Employee Supervisor Signature

Date