HOMES FOR FAMILIES – ASSISTANT DIRECTOR

Position Assignment

Title: Homes for Families – Assistant Director

Organizational Unit: Campus Ministries

Recruited by: Director of Homes for Families

Approved by: Vice President of Campus Ministries

Working Relationships

Reports to: Director of Homes for Families

Staff Team: Vice President of Campus Ministries, Director of Homes for Families, Resident Coordinators, and all Homes for Families staff

Basic Functions

The Assistant Director provides day-to-day leadership for an assigned Homes for Families Campus. Working closely with the Director of Homes for Families, this position promotes safe, consistent, accountable, and effective operations. Depending on campus structure, the Assistant Director supervises and develops assigned staff; coordinates residential, childcare, and program operations; supports resident accountability; and manages administrative and resource needs. The position advances the well-being and independence of residents and their children while supporting the overall ministry of STCH Ministries.

Basic Responsibilities

1. Assist the Director of Homes for Families with daily campus operations and assume assigned duties during the Director's absence.
2. Supervise assigned staff, including scheduling, performance evaluations, coaching, and staff development, in accordance with agency and program policies.
3. Assist with recruiting, interviewing, hiring, onboarding, training, and ongoing development of assigned staff.
4. Coordinate daily campus operations, including household or cottage needs, childcare coverage, program resources, and resident support, as applicable.
5. Coordinate approved applicant placements and transitions with the Director and appropriate program staff.
6. Maintain communication with staff and residents; provide guidance; and coordinate program activities, events, outings, and resident opportunities.

7. Monitor campus operations and safety, including walkthroughs, drills, facility needs, household operations, and coordination with other STCH Ministries departments.
8. Help develop, implement, evaluate, and improve program systems and procedures to strengthen services, efficiency, consistency, and accountability.
9. Address day-to-day resident concerns and accountability issues through appropriate guidance, documentation, follow-up, and referral to the Director when needed.
10. Participate in significant resident decisions, including extended passes, transitions, discharge, or removal, as applicable.
11. Maintain required operational and program documentation and provide reports to the Director as requested.
12. Build collaborative relationships with STCH Ministries staff, schools, churches, community partners, and other organizations that support residents and program goals.
13. Conduct or assist with campus and program tours as assigned.
14. Participate in the on-call rotation and required continuing education.
15. Perform all other duties as assigned.

I, the employee, have read, understand, and agree with the position description for Homes for Families – Assistant Director.

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Employee Signature Date

_____ _____

Employee Supervisor Signature Date