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Del Harrington
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Job/Position Description

JOB/POSITION TITLE: Director of Men's Group Home

Date: September 19, 2016
Reports To: Executive Director
Status: Full time position. 4:30pm - 8:30am on Sunday - Thursday nights. Must be available some Friday and Saturday nights.

SUMMARY:

The Director of the Men's Group Home is responsible for nurturing and developing a healthy, happy, and safe environment for up to ten of The Mustard Seed's residents.

The Director of the Men's Group Home reports directly to and works closely with the Executive Director.

JOB RESPONSIBILITIES:

- Supervise daily hygiene routines for Seedsters.
- Develop, implement and submit appropriate menus of well balanced, nutritionally healthy meals.
- Train and supervise Seedsters in independent self-care habits.
- Plan weekend and evening recreational activities for the Seedsters.
- Secure appropriate monies and transportation for weekend relief.
- Schedule Weekend Relief staff from the approved list of personnel.
- Work closely with the campus Nurse to administer medication when appropriate and authorized by parent or guardian.
- Work closely with the Day Staff as well as the Special Care Facilitator to implement appropriate behavioral modifications and disciplinary actions as well as to maintain appropriate records for each Seedster.
- Maintain household budget
- Purchase food and supplies for the home.
- Maintain cleanliness of property and promptly notify Facilities Director and Operations Director of necessary repairs and maintenance.

POSITION QUALIFICATIONS:

- Energetic and creative attitude with a strong client relation skills; enthusiasm for the mission of the Mustard Seed and willingness to fully contribute to a team-oriented, fast-paced organization
- Strong project management and time management skills, must be self-motivated.
- Ability to drive a 15-passenger van
- Ability to perform or be trained in CPR and other First-Aid procedures.
- Excellent communication and organizational skills.
- Experience with individuals with Special Needs is preferred