



Revised: 6/9/22

SOCIETY OF ST. VINCENT DE PAUL OF SAN MATEO COUNTY (SVdP)

TITLE: PROGRAM DIRECTOR, SVdP's CATHERINE CENTER (FULL-TIME/EXEMPT)

SVdP's Catherine Center is a transitional housing Program of the Society of St. Vincent de Paul of San Mateo County, designed to assist women leaving incarceration to complete a successful transition back into society. SVdP's Catherine Center is a safe house. This is a full-time exempt position.

DEFINITION:

The primary responsibility of the Program Director is to facilitate and administer the operations of SVdP's Catherine Center. The Program Director, with oversight by the Restorative Justice Committee Chairperson, reports directly to the Executive Director.

DISTINGUISHING CHARACTERISTICS:

As a lead staff position, the Program Director oversees the day-to-day business of Catherine Center, directing the spiritual, financial, and administrative goals of the program. The Program Director supervises program staff and volunteers.

A performance review based upon the job description for this position is conducted at least once a year. A written copy of the evaluation is placed in the hire's personnel file. This job description is open to revision.

EXAMPLES OF DUTIES

Governance responsibilities:

Provides appropriate written and oral communications for SVdP's governance bodies and the Executive Director.

Management responsibilities:

- Oversight- provides spiritual leadership of the program
- Plans - participates in the development, preparation, explanation, and implementation of short and long-term plans for internal service delivery and external information sharing with publics, stakeholders, vested interests, benefactors, etc.
- Organizes - creates and organizes the internal structure and record keeping deemed necessary to deliver internal and external services; responsible to assist with fundraising, staffing committees, etc.
- Controls – evaluates and modifies internal control policies and program delivery systems; develops and presents the annual budget and monitors income and expenditure controlling in line expenses with approved budget.
- Staff - responsible for supervising, training, evaluating, and terminating staff including the Case Manager, Post Grad Coordinator, Program Assistant and



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Residential Relief Staff.

- Directs and Leads - develops adequate communication channels to enable collaboration; networks and liaison with other agencies; provides spiritual leadership; identifies mentors and resources for clients; provides enrichment experiences for volunteers and assists staff with supervision of volunteers.

QUALIFICATIONS:

Knowledge of:

- Restorative Justice founding principles and current practices
- Ritual and Theology
- Faith-based conflict resolution
- Fundraising and Public Relations
- Criminal Justice system
- Mental health practices and Substance abuse

Ability to:

- Learn, interpret, and apply policies relating to the management of SVdP's Catherine Center.
- Deal effectively and openly with residents, employees, and volunteers, achieving positive results.
- Problem solve and trouble shoot in a professional and competent manner
- Resolve conflicts and demonstrate compassion
- Prepare and present written and oral reports.

EXPERIENCE

Progressively responsible leadership, human resources, and financial management experience.

EDUCATION

Advanced study in spirituality, psychology and human services or personnel administration or any combination of experience or training that would indicate possession of the needed skills and abilities.