

## CHRISTIAN AID CENTER

### Job Description: **Men Services Programs Director**

**Department:** Men Services  
**Reports to:** Men Services Director  
**Employment Status:** FT, flexible schedule, on-call

#### **Duties & Responsibilities:**

The Men Services Programs Director is responsible for:

- Providing leadership within the goals of the recovery programs
- Overseeing the delivery of the long-term (up to 2 years), residential, recovery program—called *Rebuilders*; and the short-term, self-guided, recovery program—called *Connections*, including:
  - developing individual goals and a plan of action for all participants
  - conducting weekly case management for each participant, which provides encouragement, support and accountability
  - referring and providing access to other community agencies and resources
  - recording in the database case notes for each participant in a timely manner
  - planning activities, events and retreats for participants
- Collaborate with other staff and volunteers in managing cases of program participants
- Overseeing the Resident Volunteer Program
- Acting as liaison with the many volunteers, agencies and churches; that interact with guests
- Working with Emergency Shelter Director to identify and cultivate candidates for the recovery programs
- Assisting the Men Services Director, and in collaboration with the Community Engagement Director, recruit and train mentors for program participants
- Monitoring and tracking program outcomes
- Representing the CAC at events and presentations, and assisting in educating the public regarding homelessness

#### **Qualifications:**

- College degree in related field, preferred
- A keen manager of people—ability to hold accountable while maintaining strong relationship with program participants and colleagues.
- Have strong interpersonal skills; including ability to diffuse conflict, maintain composure and treat all guests and staff with dignity and respect.
- The ability to create an environment that instills value in those who reside at the Christian Aid Center, and promotes transformational growth.

**Essential Functions:**

- Establish a Christ-centered ministry culture by:
  - modeling spiritual vitality and growth
  - encouraging and rewarding Christian behavior in guests
- Provide the Men Services Director with input regarding program effectiveness and new opportunities for volunteer participation.
- Communicate with the public, donors, staff and volunteers when needed.
- Participate in direct ministry to the guests of the CAC, according to areas of personal gifting (teaching, worship, etc.).

**Knowledge, Skills & Abilities:**

- Two years of relevant experience, preferred
- Excellent communication skills
- Strong leadership and team-building skills
- Demonstrated ability to counsel others in the process of transformation and recovery
- Experience and understanding of discipleship
- Ability to manage expenses
- Self-starter
- Prompt and thorough in-job performances

**Personal Attributes & Values:**

- Adheres to the CAC Statement of Faith and Code of Ethics
- Committed to leading through a relational philosophy of grace and truth
- Maintains confidentiality, professional boundaries and ethical behavior
- Passionate about life-transformation
- Has integrity
- Holds high standards

Referrals required.

**How to Apply:**

If you or someone you know is interested in this job, please send a cover letter/email and resume to [jradzikowski@christianaidcenter.org](mailto:jradzikowski@christianaidcenter.org).

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**About the Christian Aid Center:**

With more than 75 years of rescuing and restoring lives in the Walla Walla Valley, the Christian Aid Center—Walla Walla Rescue Mission (CAC) is one of the first places that hurting individuals seek when in time of need and despair. In 1946, CAC started as a soup kitchen and chapel for men, and in time evolved into a homeless shelter.

Today, while we still address the same basic needs of sheltering and feeding needy men, women and children; we ultimately offer the opportunity for real-life change through long-term recovery programs.

An average of 60 individuals find refuge at our shelter every night, and we provide breakfast and dinner daily for anyone in our community who is hungry—resulting in more than 47,000 meals served every year. Other services include food giveaway, childcare, wellness clinic, barbershop, life-transformation programs, referrals, spiritual encouragement and volunteer opportunities.