



JOB DESCRIPTION: PROGRAM MANAGER

Pay Rate: \$24.50/hour

EMPLOYEE STATUS: Full-time, up to and not exceeding 40 hours/week; reports to the Executive Director or, in the absence thereof, to the Chair of the Board of Directors.

SUMMARY OF POSITION: This position provides management and oversight to the My House Ministry program, Life Skills Coordinators and residents, builds, and maintains relationships within the community partners and works one-on-one with residents as needed.

PRIMARY RESPONSIBILITIES

Leadership & Program Oversight

- Provide guidance, support, and professional development to Life Skills Coordinators (LSCs), ensuring consistent application of program expectations and policies.
- Train and mentor LSCs in MHM philosophy, trauma-informed approaches, resident engagement, and policy adherence.
- Offer ongoing coaching, accountability, and feedback to promote professional growth and effective resident support.
- Assist LSCs with implementing Behavior Contracts, managing difficult conversations, and resolving conflicts between residents or staff with compassion and biblical principles.
- Oversee timely and confidential completion of resident case notes, random drug and alcohol testing, and medication distribution according to MHM policies.
- Collaborate with LSCs to establish resident goals, provide necessary resources, and support follow-through to promote self-sufficiency.
- Conduct resident interviews, manage communication and move-in/move-outs, and facilitate monthly house meetings, including coordinating presenters, space, and childcare.

Collaboration with the Executive Director

- Partner with the Executive Director on program improvements, policy development, and evaluation of program outcomes.
- Participate in team-based decision-making and problem-solving for program quality and resident care.
- Maintain confidentiality, documentation integrity, and quality standards in accordance with MHM policies and MAAR guidelines.
- Will develop, build and maintain healthy program volunteer opportunities that enhance and strengthen the sense of community for MHM residents.
- Assist with ministry-wide initiatives, staff development, and operational tasks as requested.

Community Resources & Referral Partnerships

- Build and maintain strong relationships with community agencies that serve as referral partners or provide essential support services for residents. Occasionally speak on behalf of MHM at these agencies.
- Maintain a current network of referral resources to support residents and Life Skills Coordinators.

ADDITIONAL RESPONSIBILITIES

- Attend staff meetings and training as requested by the Executive Director, or Board of Directors
- Perform additional duties as assigned by the Executive Director, or Board of Directors

EDUCATION/EXPERIENCE

A bachelor's degree, or equivalent work or life experience is required. Ideal areas of study include social work, psychology, education, and social service.

QUALIFICATIONS AND SKILLS

- Experience working with underserved populations, victims of trauma, abuse and addiction and a strong ability to advocate for and provide support to women in crisis.
- Proficient computer skills - Microsoft Office 365.
- Excellent communication and time management skills, including the ability to work independently and efficiently with minimal supervision.
- Excellent interpersonal relationship skills with strong and mature conflict resolution skills
- Demonstrated integrity and trustworthiness.
- Demonstrated faith in the Kingdom of God, Jesus Christ as Lord and Savior, and the Holy Spirit, and a strong passion to live out these beliefs as God directs and share them to help women in need.

EEO Statement

My House Ministry is an equal opportunity employer. We celebrate diversity and are committed to fostering an inclusive environment of mutual respect for all employees, volunteers, and residents.

Bona Fide Occupational Qualification (BFOQ)

Because this position works closely with women who have experienced trauma—often in deeply personal and vulnerable moments—My House Ministry is seeking a **female** applicant under the Bona Fide Occupational Qualification (BFOQ) provision. This requirement supports the safety, dignity, and emotional well-being of the women we serve as they begin their healing journey.

Job Description Updated: May 2026

Learn more about My House Ministry at www.myhouseministry.org.

If you are interested in this position, please submit a cover letter and résumé to:

Dillene Van Beek

dillene@myhouseministry.org