

# VICTORY HOME

## Job Description – Executive Director

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### **I. SUMMARY**

This position is responsible for implementing the mission and policies of the Victory Home, a Christ Centered Rehabilitation Center for men, in a timely and efficient manner. The Executive Director is the Victory Home's senior staff position and is responsible for day-to-day operations of the facility and for supervising all operations. The director is responsible for all buying and selling transactions in order to conduct business for Victory Home within the approved budget or with the board's approval. In addition, the director is responsible for developing programs, recruiting volunteers, and personnel. The director will develop strategies for expansion of the ministry and be accountable to the Victory Home board of directors. The executive director will serve as ex-officio, non-voting member of the board of directors.

### **II. REPORTING RELATIONSHIP**

Reports to the Board of Directors. Ongoing direction provided by Board Chairman.

### **III. Required Credentials**

Must be LPC or CAC or have a minimum of 5 years of experience in Christian or Pastoral Ministry.

*The following statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

### **IV. MAJOR RESPONSIBILITIES AND DUTIES**

#### **1.0 Client Application Process**

- 1.1 Reviewing Applications
- 1.2 Interviewing potential clients, and determining their appropriateness for the VH program
- 1.3 Reviewing all required documentation, (Criminal background, and bloodwork)
- 1.4 Securing financial agreement with the prospective client
- 1.5 Setting Intake Date and Time
- 1.6 After intake review new client file for accuracy, and place file in filing cabinet

#### **2.0 Provide Spiritual Leadership at Victory Home**

- 2.1 Attend and provide leadership in chapel services on regular basis
- 2.2 Be able to provide biblical counseling to clients and to the group as a whole

#### **3.0 Supervising the clinical operations of Victory Home.**

- 3.1 Manages employees, allocates resources and resolves problems.
- 3.2 Ensure VH is providing effective counseling for all clients of the VH program
- 3.3 Prepares annual budget for Board approval
- 3.4 Ensure that proper documentation is being maintained on each client
- 3.5 Ensures timely and efficient completion of assigned responsibilities
- 3.7 Maintains financial records and files
- 3.8 Approve Proposed Counseling Techniques & Strategies
- 3.9 Approve Funding & Time off for counselor training

#### **4.0 Oversees Facility Maintenance**

- 4.1 Ensures monthly water reports are kept and filed with DNR-Environmental Protection Division (EPD)
- 4.2 Ensures EPD water testing is conducted and submitted on time and that records are maintained
- 4.3 Approve maintenance projects and funding for general facility maintenance
- 4.4 Works with the Board of Directors to identify and oversee major maintenance or capital projects

#### **5.0 Fundraising**

- 5.1 Works with the Board of Directors to Carry Out Fundraising Campaigns
- 5.2 Coordinates Church Visits for purposes of reporting and fundraising