

Los Angeles Mission, Inc. Job Description

Job Title: VP of Women and Family Programs
Department: Anne Douglas Center
Reports To: CEO/President-LAM
FLSA Status: Regular, Full Time, Exempt
Grade Level: 14
Prepared By: Human Resources
Prepared Date: Revised June 2017

SUMMARY:

Serves the President as the senior ministry program director of the Los Angeles Mission Women and Family programs in accordance with the organization's theological and philosophical positions executing programs and services as agreed upon within Missions strategic direction. Works in tandem with the VP of Men's Programs VPM to achieve program coordination and service delivery. Directs the Anne Douglas Center for Women and is the key interface to the Chicago School of Psychology partnership and other Mental Health service providers, on behalf of all Mission programs. Demonstrates Christ-like behavior and attitude in all job duties and responsibilities. Serves as a member of the LAM executive leadership team. Acts as a role model to students and staff. Leads by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides spiritual and theological counsel to the CEO and members of the Executive Leadership team, Chaplaincy and ADC staff.
- Serves on the Executive Leadership team.
- Serves as Executive Director of the Anne Douglas Center for Women and collaborates with the VP of Men's Programs to coordinate services, develop programs and execute Mission wide program changes.
- Oversees ADC program administration, including staffing, marketing programs, and general operations with clear goals and outcome and performance evaluation.
- Conducts regularly scheduled joint Chaplaincy staff meetings with VPM.
- Responsible for the collaborative program development, execution and strategic analysis of the effectiveness of spiritual, physical, educational and vocational training programs measured to outcome goals for Women, Children and Family Ministries.
- Assist the CEO/President with community outreach and resource development on behalf of the ADC and LAM.
- Develop innovative treatment services designed and tailored to the mental health needs of all LAM students and guests.
- Ensures sound spiritual components consistent with Mission policies and standards represented in all LAM/ADC programs and services.
- Contributes to the appreciation of diversity within the LAM/ADC community and creates avenues for celebration of the varied similarities and differences in our Christ-centered interdenominational environment.
- Regularly preaches the gospel, teaches and administers Communion.
- Train staff and assist residents in utilizing community support systems for adaptive functioning in community.
- Develop and maintain linkages and consultative services through community outreach and collaborative resources.

- Represents the Los Angeles Mission, Anne Douglas Women's Center, Women's Auxiliary, at local churches and at local and national events by request of the President.
- Plans and oversees ministry budgets, staffing and resource allocation.
- Assists Development Department in understanding VPWFP programs and operations in order to create meaningful and accurate requests for funding that are consistent with the Mission annual budget.
- Responsible to participate in the formulation of the Mission's strategic plan.
- Required to implement and report regularly on the plan's goals and objectives in areas assigned.
- Teaches program classes.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Master's Degree in theology, ministry, psychology or related field, plus 7 years of experience as a senior program director in a faith-based urban or social services ministry providing women and family services is required. Highly developed, collaborative leadership skills required. Advanced psychological and pastoral counseling skills required. Effective staff management, training and staff development experience required. Certification to teaching parenting and anger management classes, Certification in Drug and Alcohol Counseling. Marriage and Family Therapy or Seminary degree and senior or executive pastor experience preferred.

TECHNOLOGY SKILLS:

Computer literacy is required. Must minimally be able to operate Microsoft Word, Microsoft Outlook, and internet-based applications like Paychex Employee/Manager Self Service Portal and Outlook Web Access with ease. Other business software may be deployed related to job functions.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to deal with a wide variety of people including high level agency representatives and in contrast, homeless people soliciting help from agency.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

LOS ANGELES MISSION EVENTS:

All Mission employees are required to work the four (4) yearly Mission street events; Good Friday, Summer Block Party, Thanksgiving and Christmas, if/as scheduled. Accommodations will be made if necessary. Exceptions must be approved by a member of the ELT and Special Assistant to the President.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand, use hands to finger, handle, or feel, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include distance vision, color vision and peripheral vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an inner city gospel rescue mission and rehabilitation program for substance abusers. Employee will typically work in a comfortable office environment. Employee may be exposed to some abuse from angry employees or guest. Employee may be regularly exposed to some risk of communicable disease from guests of facility, exposure to TB and other respiratory diseases.

I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Employee Name (please print)

Date

Approval

Date