



POSITION DESCRIPTION

Outreach Program Director Sojourners Care Network

Sojourners Care Network, a nonprofit organization rooted in Appalachian Ohio, empowers young people to become healthy, responsible, and productive citizens now and in the future.

Type of Position: Full-time, salaried. 40 hours per week.

Compensation: Sojourners Program Director position on Sojourners' Staff Classification Scale. \$42,000+ annually. Eligible for full benefits, including paid time off, paid holidays, life insurance, employee health reimbursement account, and optional medical, vision, and dental insurance.

Location: Current headquarters is at Sojourners' Housing Office, 605 West Main Street, McArthur, OH. ***Work-related travel throughout the Southern Ohio region is required.***

General Purposes: The Program Director's priority job function areas include the following:

1. ***Oversight of all Housing Intakes***—Ensure all young people who are at risk of or are currently homeless and who contact Sojourners receive the support they need to leave their unstable housing situation. This includes (if not eligible for Sojourners services), diversion, and intakes.
2. ***Oversight of all Outreach activities***- Ensure that outreach activities are conducted regularly across Sojourners seven county region and includes both street outreach and community education/awareness.
3. ***Staff Supervision, Support, and Development***— Recruit, train, and support the Outreach team staff through mentoring, coaching, and other support strategies.
4. ***Safe Place Network Development*** – Develop a network of Safe Place sites in the region that can be properly trained and supported under the National Safe Place Network guidelines and procedures.
5. ***Data Collection*** – Ensure that data about Outreach activities is collected and entered into tracking systems to assist with continuous improvement, funder reporting, and planning for the future.
6. ***Collaboration***—This position must collaborate with multiple Sojourners' teams and will regularly take an active role on those teams' meetings. The Program Director will meet to discuss housing issues during Sojourners' weekly housing meeting.

Work Hours: The typical hours for this position are 8:00 a.m.-4:30 p.m. Monday to Friday; however, some weekend and evening hours will be required.

Supervision: The Outreach Program Director reports directly to the Associate Director of Development and is supported by the Co-Executive Directors and Associate Director of Operations.

Job Duties:

Oversight of all Housing Intakes

- Diversion, scheduling intakes, oversight of Clarity files, managing phones (including creating weekly staff schedule), doing intakes for Vinton County (CTH, TLP, BCP) and other as needed,
- Supporting staff to develop skills, knowledge and abilities to conduct diversion; assist outreach staff with locating community resources to assist with diversion

Oversight of all Outreach activities

- Make sure the following activities occur: One on one contact with youth, one on one contact with community, tabling, attending community-wide planning meetings, swag and materials
- Serve as member of Athens Resiliency Center supervision team

Staff Supervision, Support, and Development

- Daily supervision, support, development
- Time sheets
- Training and support to grow in position and at Sojourners
- Track training

Safe Place Network Development

- Be trained on and knowledgeable of Safe Place policies and procedures
- Train Outreach staff to develop Safe Place sites
- Provide oversight to ensure policies and procedures being followed

Data Collection

- Review and approve intakes
- Create and/or utilize documents to track non-Clarity data collection that includes outreach activities, distribution of materials (food and hygiene packs, informational pieces), in line with requirements of funders.
- Utilize data for continuous improvement of team activities and to help senior management make decisions about future program plans

Collaboration

- Collaborate with other teams for outreach activities
- Collaborate with housing team members
- Work with Program Directors and Senior Management in developing Sojourners as an organization

Qualifications

- Relevant experience serving young people at risk of or experiencing homelessness is required.
- Knowledge/experience with case management and the intake process is essential.
- Valid driver's license; Current auto insurance coverage; Must have clean driving record; insurable by our insurance provider.
- Ability to pass Sojourners' screening process, including drug screening and background checks.
- Preferred qualifications: Bachelor's Degree in relevant field or significant and demonstrable experience with specific job requirements.

How to Apply

If you are interested in joining our team and making a difference in the lives of young people, please send your resume, cover letter, and the names and contact information for five references to careers@sojournerscare.net. Please include **"Outreach Program Director"** in the subject line of your email. We look forward to hearing from you!

Sojourners is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other characteristic protected by law. We value diversity and inclusion and encourage all qualified individuals to apply.