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Title: Program Director

Supervisor: Executive Director

Date Implemented: June 2025

Hope Ranch for Women is a non-profit faith-based provider in South-central Kansas. The mission of the organization is to bring hope through the redeeming power of Christ to women who have been sexually exploited or trafficked. With a multi-disciplinary team, the organization strives to coordinate with other community partners to meet the complex needs of the women. The organization strives for a positive work environment that encourages effective teamwork, trauma-informed practices, and opportunities to utilize leadership skills. Team members will focus on carrying out the Hope Ranch for Women mission, vision, and values!

To be a successful Program Director you must become able to do the following always:

1. Ensure all program staff are provided with the knowledge, skills, and tools they need to be successful using a trauma informed approach focused on resilience and recovery.
2. Support, promote, and analyze the growth and sustainability of both programs.
3. Ensure compliance with agency policies and procedures.
4. Participate in the development of the budget and ensure that the budget is met.
5. Teach and model success- focused supervision and ensure this is occurring on a regular basis for all staff.
6. Ensure programs follow client policies and procedures for the standard of care.
7. Achieve positive discharge outcomes for clients.

How you will spend your time in this job:

- **60%** Program Direction & Oversight
- **15%** Community and Stakeholder Interaction
- **10%** Budget Development and Management
- **10%** Participation in supervision, committees, company-wide and staff meetings.
- **5%** On Call

To qualify for this job, you need to have:

1. Master's degree in psychology, social work or related field preferred. 7 years of Social Services, Behavioral Health, or Nonprofit experience. 5 years of successful supervisory and/or management experience.
2. Agreement with and living out our statement of faith.
3. Clear background check.
4. The ability to write, use a computer, and type on a keyboard.
5. Ability to travel, drive a company or personal vehicle, including at night.
6. Physical Requirements: Ability to walk, including upstairs, and stand for extended periods of time. Ability to complete an emergency safety intervention as trained. Ability to be subject to outside environmental conditions occasionally and inside conditions frequently.

Job Description Acknowledgment

I have received a copy of the job description and understand the functions and expectations of how I will be successful in my position. I meet all the qualifications, requirements, and experience required to successfully perform it.

Print Name

Job Title

Employee Signature

Date

Supervisor Signature

Date