

Introduction to Martin's House & Barn Director of Programming

Martin's House & Barn has been serving the Eastern Shore of Maryland since 1983 providing critical shelter, food, and essential services to those that need it most. We are currently seeking a Director of Programming to lead our homelessness and housing and food

pantry services. This is a senior level position and reports directly to our executive director. This is an important position working in the broader context of the Mid Shore Continuum of Care and the Eastern Shore Region of the Maryland Food Bank. This position presents a wonderful and timely opportunity to work on issues of rural poverty and experience living and working on Maryland's beautiful "Eastern Shore."



Our facilities are located near Ridgely Maryland in a beautiful and bucolic rural agricultural area. You and your family will have a variety of living and educational opportunities from country farmhouse to homes in the historic and beautiful 18th century towns of Ridgely, Denton, Easton, Centreville or Saint Michaels. The Chesapeake Bay and the famed Delmarva beaches of the Atlantic Ocean are just two hours away and provide countless recreational opportunities for family and friends.

The 4000-acre Tuckahoe State Park is just next door and includes camping, 20 miles of trails and a 60-acre lake for recreating close to home. On weekends you can be in Washington or Philadelphia within 2 hours and New York City is 4 hours north.

This is an exciting and important position with notable lifestyle opportunities when you join the Martin's House & Barn team.

Position Title: Director of Programming for
Homelessness and Housing Services

Reports to: Executive Director

Supervises: Program Coordinator and
Housing Support Assistant



Purpose

Martin's House & Barn's Director of Programming for Homelessness and Housing Services serves as the senior level management person in charge of creating, implementing and managing all programming related to homelessness, housing services and the emergency family shelter. The Shelter, Martin's House, provides safe emergency housing for up to 12 families on a year-round basis and is staffed 24/7. The 10,000 square foot facility provides private bedrooms, shared cooking and living spaces and any needed articles of food, clothing and personal hygiene items.

Our "Homelessness Prevention Services" focus on a "Housing First" approach to help community clients avoid eviction and shelter clients to quickly get into their own housing. Our individual case management helps clients determine obstacles, make a plan and navigate available sources. Programming's focus is primarily on addressing issues of homelessness and housing stability with attention to food insecurity and poverty in general.

The Director of Programming is also expected to improve community awareness of Martin's House & Barn and support the positive service linking to external agencies through programming. The Director of Programming must be familiar with the internal policies and procedures of Martin's House & Barn programs as well as the various grant and funding agencies and to support staff in the fair, firm, consistent and compassionate provision of services.

Major Functions

1. Development and oversight of implementation of programming for Martin's House & Barn Homelessness and Housing Services (Emergency Shelter and Homelessness Solutions Program Subsidies) as well as some community services program through the food pantry.
2. Work with Shelter Manager and Housing Support Specialist to develop both client and staff guidelines and policies as needed.
3. Plan, direct and ensure Martin's House & Barn program and case management including admission to the programs and concurrent review. Management of the exceptions, denial and appeal process, and coordination with finance for services managed, provide training to employees and education to the clients, and ensure this is performed in accordance with internal and external guidelines, regulations, policies, and procedures.
4. Ensure timely and effective needs assessment and client plans are complete, safe and appropriate.
5. Plan and ensure that utilization and programmatic activities receive necessary grant information while keeping the Executive Director informed on program progress.
6. Create an environment in which each employee can develop to his/her fullest capacity.
7. Promote and ensure ongoing management and leadership accountability for inter-functional teams to include responsibility for ensuring team's progress towards goals.
8. Oversee the planning, development and control (through reporting of budget variances) of the programming budget.
9. Ensure regular, complete and timely reporting of information regarding the functioning of Martin's House & Barn as required by various funding agencies.

MARTIN'S HOUSE & BARN

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Knowledge, Skills, and Abilities

Demonstrated hands-on leadership and operational responsibility in a human services environment with 5+ years' experience of successful management experience and in-depth understanding of client services, case management, and experience in budgeting and strategic planning of goals and objective.

Knowledge:

- The Director of Programming requires knowledge and experience in the human services field, preferably with some background in social services, specifically, homelessness, addiction and trauma informed care.
- Knowledge of key datapoints for reporting on outcomes to support grant and funding requests.
- Experience managing a variety of human services models using an interdisciplinary team approach.
- Knowledge of local resources to meet needs of client population especially in the areas of, homelessness, job insecurity, addiction, mental health, disability, food insecurity, education and general life skills.

Skills:

- This position requires case management experience.
- The Director of Programming must be able to provide accurate reporting for grants and general overview of services.
- Experience in grants, supervision, case management and operations
- The DP must also have strong verbal and written communication skills.
- The DP must be proficient in various computer programs such as Microsoft Office/Word/Power Point/Excel.

Abilities:

- The Director of Programming for Homelessness and Housing Services requires a bachelor's degree in Social Work or Human Services. Master's degree preferred.
- The Director of Programming must demonstrate the ability to supervise and manage mid-level management staff in a positive and team building manner that yields consistent results and supports staff development opportunities.
- This position requires critical and strategic thinking abilities and strong observational skills.

Job Posted: September 2020

Please send cover letter and resume to:

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