



## House Director Job Description

**POSITION SUMMARY:** The Director will provide direction and leadership toward the achievement of the philosophy, mission, vision, and goals of Patrick Place. This is an hourly, full-time position.. The Director will support the day-to-day operations of Patrick Place. The Director is hired by and reports to the Chair of the Board of Directors. Pay starts at \$25.00 per hour based on experience.

### **LIST OF JOB DUTIES/RESPONSIBILITIES**

- Manage the daily operations of Patrick Place in consultation with and direction from, the chair / board of directors, including:
  - Assist resident care workers when needed, hospice agencies, and patient referral sources.
  - Maintain a peaceful, safe, and secure environment.
  - Effectively manages the organization's resources within budget guidelines.
  - Maintain appropriate databases to ensure documentation of home activities.
  - Manage the training, support, and evaluation of a strong volunteer base, and on-call nursing staff, and overnight aide staff to cover resident care needs.
  - Serve as a community liaison with community hospice agencies, community service groups, other comfort care homes, and educational institutions.
- Participate in fundraising planning and implementation, including:
  - Attendance at community fundraisers
  - Promoting Patrick Place to community service groups
  - Contributing to grant application process
  - Build and maintain relationships with donor sources.
  - Creatively identifying funding sources.
- Provide regular updates to the Board of Directors at Board meetings and as needed.
- Other duties as assigned.

### **NECESSARY QUALIFICATIONS:**

- Bachelor's degree preferred
- Minimum of 3 years of administration experience required
- Strong verbal and written communications skills, public speaking, community relations and volunteer management.
- Strong computer skills, including Microsoft Office applications, database management and internet resources (e-mail & Google Docs).
- Detail oriented, adaptable, organized, and able to successfully manage multiple projects and tasks.

- Available for on-call responsibilities.
- Ability to lift 50 lbs. from waist to chest level regularly
- Ability to descend and climb stairs on a daily basis
- Ability to squat, bend, or reach to retrieve supplies from lower shelves/cupboards located 4 inches above floor level and above head several times daily