



BETHANY HOUSE CATHOLIC WORKER HOUSE OF HOSPITALITY ROCHESTER, NY

Bethany House is a Catholic Worker House of Hospitality sheltering homeless women and their children since 1977. Bethany serves women and children, including those from the city of Rochester, Monroe County, New York state, and those fleeing other areas of the country. Women come for a variety of reasons; some have been victims of domestic violence, some have been evicted from their homes, some are trying to recover from alcohol and/or drug addiction, some are being released from incarceration, and some have been hospitalized for illness of mind and/or body. All come from experiences that radically denies their worth. Our population is not limited by race, religion or economic background. The guests at Bethany House are able to stay with us up to 45 days without cost or DSS assistance. The door is always open to those in need. In the year 2016-17 Bethany House served 143 women and their children in the shelter program alone.

We are seeking a **Director**, who is responsible for this Catholic Worker Community, and for the management and on-going support of this ministry in the spirit of the Catholic Worker Movement.

(Website: <https://bethanyhouserocny.org> Facebook: Bethany House, Rochester Catholic Worker)

Job Requirements:

A woman who:

- Exemplifies the spirit of the Catholic Worker movement, serving people who are poor, and promoting social justice. She needs to be grounded in the Catholic faith, the Gospel, prayer, and the Catholic Social Teachings
- Has strong communication, decision-making, problem solving and organizational skills
- Has knowledge of essential resources within the community e.g. Public Assistance, Criminal Justice System, Homeless Network, etc.
- Has experience working with communities of people who are poor and marginalized
- Has supervisory experience
- Has business knowledge including managing a budget and understanding financial statements

Job Description:

Ministry Oversight:

- Demonstrate hospitality to guests and support of the staff and volunteers
- Plan staff retreats twice a year with input from staff (procuring site, planning retreat agenda, etc.)
- Supervise, mentor and work in collaboration with the House Manager to ensure that the integrity and spirit of the Catholic Worker Mission is maintained (note: the House Manager oversees the daily operations of the house- job description available upon request)
- Recruit, mentor & supervise staff and ensure an Annual Performance Evaluation
- Manage staff needs & expenses (health coverage, use of car, cell phone)
- Supervise & Mentor Interns from SSJ/AmeriCorps, INVIA, various area colleges & universities, etc. in the Mission and Ministry of Bethany House.
- Preceptor for University of Rochester Health Program

- Liaison for Notre Dame University for Social Service Learning Program
- Visit Monroe County Correctional Facility the 1st Wednesday of the month or as requested to interview potential guests for the house.

Communication & Public Relations:

- Serve as the primary spokesperson to Bethany House's support communities ie. Faith communities, clubs, area colleges, etc., who volunteer and donate to Bethany House, as well as to the media and the general public.
- Establish and maintain relationships with various organizations throughout the Rochester area and utilize those relationships to strategically enhance Bethany House's Mission in service to the guests.
- Works closely with, and is responsible to, the Bethany House Board of Directors on policy decisions, Strategic Planning and implementation, staffing, finances & fundraising, etc.

Organizational Operations:

- Assist in coordination of, and presence at:
 - Weekly Prayer Service and meal open to the community
 - *United Way's Day of Caring*
 - *Bunco for Bethany* Annual Fundraiser
 - *Home Start Hope Gala*
- Ensure that Bethany House policies and procedures are followed by all staff members and volunteers
- Prepare and monitor annual budget, collaborate with the Board of Directors to modify and approve the budget and any outstanding expenditures, i.e. plumbing, roof repair, etc.
- Coordinate Fundraising Efforts and general oversight of Bethany House finances
- Manage Bethany House vendors (e.g. insurance agency, utilities, bank, Accountant, plow guy, etc.)

For more information on this position please contact:

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