

## **Administrative Openings at Siena House, a Shelter for Homeless Women and Children**

Siena House is a shelter for 27 homeless women who are either pregnant or have a child under the age of three. Located in the Highbridge section of the Bronx, Siena House was founded in 1990 by the Sisters of Saint Dominic of Blauvelt, NY. Under the auspices of Tolentine-Zeiser Community Life Center, it is a response to the current-day needs of homeless, single mothers and children. Open to all, regardless of race or creed, Siena House assists women to move from a situation of homelessness and poverty to one of independence and worth. Its mission is to support all efforts that empower women to a fuller participation in society and enhance their human dignity. Currently, two long-term members of the administration staff are planning to retire. Siena House hopes that a religious sister or sisters will consider this challenging ministry which has been a creative response to the needs of young homeless mothers.

### **Program Director:**

**Reports to:** Executive Director, Tolentine-Zeiser Community Life Center

### **Responsibilities:**

- Plan and administer overall program operation in accordance with the mission of Siena House and the guidelines of the NYS Office of Temporary and Disability Assistance (OTDA) and NYC Department of Homeless Services (DHS)
- Supervise the program's Assistant Director, Director of Social Services, and Business Manager
- Prepare and manage budgets with Tolentine-Zeiser Community Life Center Finance Office
- Recruit and hire staff and provide opportunities for personal and professional development
- Participate in meetings, negotiations, and consultations with city and state agencies and represent the agency in community and professional settings
- Perform related tasks as required by the Executive Director

### **Qualifications:**

- Master's Degree in Administration, Social Work, or similar advanced degree
- Experience in social services or related field
- Experience in staff management and supervision
- Experience in dealing with crisis situations
- Desire to work with homeless women and children
- Computer literate
- Skill in fund-raising
- Spanish helpful, but not necessary

**Salary:** negotiable

**Starting Date:** negotiable

If interested, please contact: Sister Margaret McDermott, Exec. Director (718-933-6935)

**Assistant Program Director:**  
**Reports to: Program Director**

**Responsibilities:**

- Work with Director in planning and administration of the overall program operation and advancing the mission of the agency
- Act in place of the Director in his/her absence
- Maintain program training records and statistics as mandated by the city and other funding agencies
- Supervise supportive staff: security, kitchen, and maintenance staff
- Attend meetings and workshops as required
- Perform related tasks as required by the Program Director

**Qualifications:**

- Master's Degree in Administration, Social Work, or similar advanced degree
- Experience in program development
- Organizational skills and computer literate
- Ability to supervise staff and handle interpersonal relations/conflict resolution
- Ability to deal with crisis situations
- Flexible and able to work as part of a team

**Salary:** negotiable

**Starting Date:** July 1<sup>st</sup>, 2021

If interested, please contact: Sister Mary Doris, Director of Siena House (718-293-2390)