DIRECTOR
St. Joseph's Carmelite Home, East Chicago, IN 46321

The Carmelite Sisters of the Divine Heart of Jesus seek an individual to help lead their Christian ministry to provide care to children and families in crisis.

Residential Care for Children
The St. Joseph's Carmelite Home is owned and operated by the Carmelite Sisters of the Divine Heart of Jesus. The Home was established in East Chicago, Indiana and services to children and families has been provided continuously since 1913. The Carmelite Sisters and staff provide emergency shelter care; residential care and teen mom and baby care for youth from birth through age 18. Boys from birth through age 14 are provided service.

License and Accreditation
The Carmelite Home is licensed by the Indiana Department of Child Services and accredited by the Commission on Accreditation of Rehabilitation Services – CARF.

Professional License Requirement
An active Indiana Behavioral Health and Human Services License in one of the following areas; Marriage and Family Therapy, Social Work (Masters level) or Mental Health Counseling.

Experience
Management experience required.

General Responsibilities
Oversee supervision of direct childcare services and clinical treatment services.
Management and development of information database.
Assure compliance with Indiana administrative codes, Department of Child Services Contract and CARF standards.
Develop and maintain policy and procedure documentation.
Conduct program management staff meetings and activities.
Oversee Performance and Quality Improvement activity to maintain quality care and program improvement.
Produce monthly operations report for Board of Directors and help achieve strategic plan objectives.
Maintain and develop staff training material and provide staff training.
Collaborate with Carmelite Sisters, childcare, health care, financial and maintenance supervisors.

Please respond to: tlemke.carmelite@gmail.com