



**BETHANY HOUSE**  
**CATHOLIC WORKER HOUSE OF HOSPITALITY**  
**ROCHESTER, NY**

**1111 Joseph Avenue**

**E-mail:** [info@bethanyhouserocny.org](mailto:info@bethanyhouserocny.org)

**Facebook:** Bethany House, Rochester Catholic Worker

**Rochester, NY 14621**

**Phone:** 585-454-419

**Web:** [bethanyhouserocny.org](http://bethanyhouserocny.org)

**DIRECTOR**

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.

**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 Worker Movement, 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 working knowledge of how to manage a budget and understanding of financial statements

**Ministry Description & Oversight:**

- Demonstrate hospitality to guests and support of the staff and volunteers
- Plan staff monthly team building experiences and bi-annual retreats with input from staff
- Supervise, mentor and work in collaboration with staff to ensure that the integrity and spirit of the Catholic Worker Mission is maintained
- Recruit, hire, mentor & supervise staff:
  - Oversee staff roles and responsibilities and scheduling
  - Manage HR Development, Support including Annual Performance Evaluation
  - Manage staff meetings and staff communications
  - Distribute Stipends to staff members
  - Manage staff needs & expenses (health coverage, use of car, cell phone)
- Accountable for the recruitment, selection and wellbeing of volunteers, including communications and recognition
- Consult and approval guest intake, extensions of stay and dismissal of guests and unique expenses (e.g. security deposits, moving expenses)

- Supervise & Mentor Interns from INVIA, and various area colleges & universities, etc. in the Mission and Ministry of Bethany House.
- Liaison for Notre Dame University Summer Student Intern for Social Service Learning Program
- Visit Monroe County Jail monthly or as requested to interview potential guests for the house.

**Communication & Public Relations:**

- Serve as a spokesperson, along with the Bethany House Chaplain, 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 service to the guests.
- Works closely with, and be responsible to the Bethany House Board of Directors on policy decisions, Strategic Planning and implementation, staffing, volunteer recruitment, finances & fundraising, etc.
- Create and maintain relationships with neighbors

**Organizational Operations:**

- Assist in coordination and have presence at the following events with the Chaplain & staff::
  - Weekly Wednesday 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, collaborating with the Board of Directors to modify and approve the budget and to gain approval for any capital improvements over \$500
- Coordinate fundraising and grant writing efforts and general oversight of Bethany House finances
- Manage Bethany House vendors working with the Bethany House Treasurer and Bookkeeper
- (e.g. insurance agency, utilities, bank, Accountant, plow guy, etc.)
- Negotiate with neighbors to improve and enhance relationships, as needed

**TO APPLY:** Contact Sr. Donna Del Santo SSJ: 585-733-4422, [ddelsanto@ssjrochester.org](mailto:ddelsanto@ssjrochester.org)



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**Live-In Staff Position at Bethany House**

Bethany House is a Catholic Worker House of Hospitality in Rochester, NY, serving homeless women and their children since 1977. Many of our guests come from abusive homes, addiction and incarceration. Bethany House can accommodate up to 8 to 10 women at any one time, depending on the number of children a woman may have with her, and she would typically stay for 45 days.

This is an excellent opportunity for a woman interested in having hands-on experience in a ministry of presence to women in crisis and transition. If you are interested in working on issues related to health, post-incarceration reentry, domestic violence, substance abuse, mental health, poverty, housing and unemployment you should strongly consider applying.

- WHO:** Women who are at least 21 years old
- WHEN:** Open anytime, preferably for a one-year commitment.
- DUTIES:** A live-in volunteer member works with other staff members to keep this 24-hour, 7 days a week ministry running well. On the job training will be provided. Some of the activities will include: Help with the food pantry, daily meals for the community, helping guests seek safe housing and work or social service assistance, as well as helping with the overnight shelter responsibilities. We try to provide a healthy balance between work, community and personal time.
- SALARY:** Room, board, health insurance, stipend, and assistance with your college loans.
- ACCOMMODATIONS:** A private furnished bedroom and sitting room separated from the living area of our guests and a bathroom shared with the other live-in staff.
- RELIGIOUS AFFILIATION:** Bethany House was founded in the rich Social Justice tradition of the Catholic Church. Staff do not need to come from a religious tradition but need to honor the value that Bethany House is a place of tolerance and acceptance of people of all beliefs. <http://catholicworker.org>
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