



POSITION DESCRIPTION

SHELTER OPERATIONS MANAGER

POSITION: Women's Shelter Operations Manager

REPORTS TO: Women's Shelter Manager/Chief Operating Officer

In conjunction with the Women's Shelter Manager, plans, oversees and communicates with management, staff and clients to ensure smooth day-to-day operations of the shelter facility.

RESPONSIBILITIES:

1. Oversee the daily physical operations of the facility and grounds, including: client, staff and visitor safety, cleanliness, code compliance, and minor/major repairs.
2. Work with COO to oversee equipment leasing and maintenance, and make recommendations to Shelter Manager regarding purchases.
3. Ensure all computer and communications (telephone, internet connectivity) equipment are functioning properly
3. Maintain accurate files related to facility and grounds, including contracts, leases, and licenses.
4. Coordinate ordering of supplies and food. Ensure menu and food preparation occurs
5. Recruit, train, schedule and supervise personnel working in the agency's Emergency Shelter and in addition to any student interns or volunteers.
6. Serve as a liaison between emergency shelter staff, Chief Operating Officer and other individuals in the community. This includes participation in community meetings that focus on homelessness, domestic violence and other issues concerning consumers.
7. Monitor emergency shelter expenses in partnership with the COO.
8. Conduct staff meetings with emergency shelter personnel and attend other MWCCA meetings as requested.
9. Provide accurate and timely reports that are required by the agency, and various funding sources to the Development Department. This also includes providing quality assurance for the emergency shelter's database, paperwork and consumer feedback.

QUALIFICATIONS:

- Bachelors Degree in Social Work, Human Services, Psychology or other related field required or
- Knowledge of running a 24-hour facility
- Knowledge about the cycle and dynamics of domestic abuse and its intersection with substance abuse, mental health and other co-occurring disorders.

Community Advocates' compensation package includes health, life, short & long term disability insurance, employee-paid dental and vision; a 401(k) plan, Flexible Spending Accounts (dependent and medical) and generous paid time off.

Pay ranges from \$16.00 - \$19.00, depending on experience. Applicants should submit cover letter and resume to jobs@communityadvocates.net no later than Monday, August 27, 2018.

Community Advocates, Inc. is committed to affirmative action, equal opportunity, and the diversity of its workforce.