

Bay Area Turning Point, Inc.

Job Title: Assistant Shelter Manger	Job Code:
Department: Client Services	Reports to: Shelter Manager
Effective Date:	FLSA Status: Exempt

POSITION OVERVIEW

Hours: Minimum of 40 - 45 hours weekly *Hours may be flexible as necessary to achieve program objectives, tasks, activities, responsibilities and to effectively document outcome measures and variances.*

Summary Description: Ability to work scheduled shift and be flexible as necessary to achieve program objectives and activities. Coordination of shelter for food services, childcare and assistance with coverage to fill scheduling the gaps. Perform related tasks as assigned by Shelter Manager. Oversee, coordinate and evaluate operations, special projects/activities and volunteers, service delivery and documentation for food services and the childcare program.

ESSENTIAL FUNCTIONS:

- Supervise the Shelter Cook and Shelter Childcare Coordinator to ensure programs are run in accordance to agency expectations.
- Assist Shelter Manager with ensuring 24-hour coverage and effective house management of the shelter to include filling in the gaps when short staffed or when necessary.
- Oversee, coordinate, provide, and evaluate childcare and food services including training, retraining, follow up and supervision of service staff and volunteers in to include client interaction, documentation, service delivery and equipment maintenance.
- Ensure compliance with agency policies and procedures, grant guidelines, and quality assurance.
- Maintain confidentiality pertaining to records, residents, and location of shelter facility.
- Assist with overseeing shelter inventories in food services, conduct ordering for programs responsible for.
- Assist with overseeing all health codes and permit requirements are followed and cleanliness of shelter is maintained for the respective programs.
- Communicate regularly with supervisor to facilitate program development and to ensure the programs integrated role with other agency programs and activities
- Assist with establishing program objectives and outcomes and continually monitor progress
- Assist with oversight of the safety, security, and general welfare of residents, staff, volunteers and facility
- Oversee and ensure the quality of Children’s Services, including childcare lesson planning and weekly activities
- Ensure implementation and provide direction concerning Children Service’s to meet survivor needs.
- Ensure the childcare program is in compliance with Shelter Childcare Minimum Standards to include the hours of operation, sanitation, ratios etc

RESPONSIBILITIES:

- Build a strong team, preparing them for growth and leadership within the agency
- Provide crisis intervention assistance to residents and prospective residents as needed
- Provide and supervise food services kitchen orientation and childcare services program at shelter.
- Communicate emergency/critical situations to supervisor in an **expedient** manner
- Attend and actively participate with inter-agency coalitions and networking groups
- Other duties as assigned

EDUCATION AND OTHER REQUIREMENTS:

- 4 year degree in a related field and 1 year of related experience; or, a minimum of 5 years of verifiable experience in a related non-profit setting
- Must demonstrate leadership, communication and problem-solving skills
- Ability to make independent decisions to benefit clients, the shelter facility and the agency as a whole
- Ability to communicate effectively, oral and written
- Ability to handle multiple tasks and prioritize changing workload
- Possess basic understanding of maintenance issues and needs
- Attention to detail
- Must be computer literate in Microsoft Office (Word, Excel, Publisher)
- Ability to remain calm in a crisis
- Ability to demonstrate sensitivity and knowledge about issues of family violence, sexual assault and child/elder abuse

- Ability to lift/carry/move a minimum of 40 lbs.
- Must have a clean driving record
- Must be insurable and the ability to maintain personal insurance

I have read and understand the essential job functions that have been outlined in the above job description for Bay Area Turning Point.

Employee Signature

Date

Supervisor's Signature

Date

6/15/2020
Assistant Shelter Manager

HR use only	
Job code	
Job Classification	
Management? (Yes/No)	Yes
Last revised	6/15/2020

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.