

VACANCY ANNOUNCEMENT

Shelter Site/Program Manager

Most responsibilities are managerial in function with the coordination of overall supervision of Residential Program Counselors and other assigned staff including but not limited to recruitment, interviewing and hiring, training, evaluating, and scheduling. The Site Manager oversees on-going day to day activities, security and safety of the facility, accountability for the client population and assists with the orientation of all new clients. Must be able to prioritize the immediate needs and safety of the residents over professional and personal needs. Must Audit staff records twice monthly and alert staff of deficiencies immediately. Provides direct care coverage when shortages occur or direct care staff is unavailable.

EDUCATION AND EXPERIENCE: The successful candidate must have a minimum of a Bachelors Degree from an Accredited College or University, with at least six (6) months supervisory experience with staff who have worked with homeless or foster youth; must possess a valid driver's license and be able to meet program policy standards; effective writing and communication skills, able to type and use a computer with competency. Must be able to work independently and be self-motivated. Trained in Crisis intervention, experience in managing a residential program. **KNOWLEDGE, SKILLS AND ABILITIES:** Bilingual, Spanish preferred. Excellent oral and written communication skills; Facility maintenance; Computer competency; Works well independently and as a team leader. Valid driver's license; Reliable transportation and appropriate insurance; Finger Printing and TB Test; able to lift, bend, stand for long periods of time and lift up to 30 pounds. **For More Information Contact:**

Cindy R. Williams at 443-415-1174 or submit your resume to

lovingarms3@gmail.com