



Open Door Shelter Supervisor

JOB TITLE: Shelter Supervisor

DEPARTMENT: Shelter

REPORTS TO: Program Director

STATUS: PT 20-30 hours
Non-Exempt

SUMMARY OF POSITION: The Shelter Supervisor provides supervision and care to the guests in ODM's overnight shelter.

DUTIES AND RESPONSIBILITIES:

- Provide direct care and supervision of guests in the shelter
- Ensure policies and procedures are followed
- Complete record keeping, paperwork and properly file documents
- Communicate with the Program Director about operational issues and disciplinary issues.
- Communicate with ODM team to connect shelter guests with needed community resources.
- Oversee breakfast and dorm cleanup on morning shift.
- While Staff will hold guests accountable to follow the Open Door Mission's Code of Conduct, they also need to meet them at their point of need and do the best they can to not have unrealistic expectations of them.

ESSENTIAL SKILLS:

1. Able and willing to interact with shelter guests in a compassionate and respectful manner
2. Able to maintain a positive, professional, Christ-like manner with all staff, guests and volunteers.
3. Trustworthy, reliable and level-headed.
4. Have a personal relationship with Jesus Christ and be able to share the gospel with others through words and deeds.
5. Knowledge of Microsoft software, specifically Word and Excel
6. Able to read and write.
7. Has a heart of compassion and caring toward the homeless and hurting, and is passionate about ministering life-transformation.
8. Agrees with and carries out responsibilities in accordance with the Mission's policies that are included in the Open Door Mission Directives, Code of Conduct, Statement of Faith, and Mission Statement.
9. Possesses the ability to work effectively with others in a positive, cooperative manner.
10. Willingly signs a confidentiality agreement.
11. Must be in agreement with the goals and objectives of The Open Door Mission.
12. Able and willing to de-escalate people or situations, both verbally and physically.

WORKING CONDITIONS/PHYSICAL FACTORS: (INCLUDE PHYSICAL REQUIREMENTS SUCH AS BENDING, LIFTING, CLIMBING STAIRS, MANUAL DEXTERITY/COORDINATION, FINGERING, STANDING FOR EXTENDED PERIODS OF TIME, ETC. NOTE IF WORK IS OUTDOORS)

This position requires frequent interaction with a homeless population. Will likely interact with individuals who may be intoxicated or under the influence and who may lack socially acceptable personal hygiene

- May require bending, lifting (up to 50 lbs.) – *occasionally*
- Climbing stairs – *occasionally*
- Fingering/fine motor skills – *occasionally*
- Standing for extended periods of time - *occasionally*
- Physically restraining agitated or violent individuals - *occasionally*
- May require some work outside, in all climates – *occasionally*
- Able to think, read, speak, see, and hear - *continuously*

EDUCATION/EXPERIENCE:

- High school graduate or GED earned

Requirement:

The Open Door is a privately funded 501(c)3 Christian ministry outreach of Servants of the Word, Inc. and is dedicated to serving the hunger needs of our community without regard to race, color, creed or sexual orientation. Our designated purpose is religious. We consider every position to be essential in the fulfillment of our ministry and Mission Statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of Open Door;
- Subscribe to The Open Door Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Adhere to The Open Door Employee Handbook.

My signature below acknowledges that I have read and understand the job description as described herein. I understand that this job description is not all-inclusive and that employment is at-will.

Signature

Printed Name

Date