

JOB POSTING

POSITION: **Shelter Manager –
St. Vincent de Paul Gateway for Men**
Various shifts/times; full-time

POSTING PERIOD: **March 29, 2021 until filled**

APPLICATION PROCESS:

Send a resume and/or a Letter of Interest by email to:

Mark Danis, Director of Shelter & Neighborhood Ministries, mdanis@stvincentdayton.org

or postal mail:

St Vincent de Paul Administration Office, Attn: Human Resources, 124 West Apple Street, Dayton, Ohio 45402

SUMMARY OF POSITION RESPONSIBILITIES:

The Shelter Manager will work with the Program Manager and Director of Shelter & Neighborhood Ministries to achieve the mission and goals of the shelter program. The Shelter Manager will focus on ensuring that shelter staff members are scheduled appropriately and provide effective and efficient care-giving services for clients and guests. Their primary efforts will be monitoring and providing guidance and direction on the interactions between the staff and clients/guests. They will also supervise the activities of any volunteers working in the shelter on client related issues.

QUALIFICATIONS:

- Experience with and working knowledge of nonprofit financial challenges, budgets, and grants
- Associate degree in Mental Health Technology or related field required
- Supervisory experience required
- 3-5 years' experience working with homeless or very low income, mentally ill, and/or addicted populations
- Experience with and working knowledge of substance abuse, mental health issues, domestic violence related community resources required
- Demonstrated, successful experience working with diverse populations required
- Experience in de-escalation of conflict/crisis situations is preferred
- Must be able to work evenings, weekends, and holidays
- Must be able to lift and carry up to 35 pounds for short distances
- Must be able to walk and stand for extended periods of time
- Must be able to ascend/descend stairs frequently
- Must have dependable means of transportation
- Must be able to pass drug screen and background check

Current staff members must get approval from their direct supervisor / manager.