

Shelter Manager

Sisu Youth Services



Job Description

Position Summary: Sisu offers low-barrier shelter and support for youth experiencing homelessness. The Shelter Manager is responsible for overseeing the daily operations of the shelter. This position will have varied tasks that will be related to administration, organization, operation, data tracking, grant compliance, and supervision of the ongoing needs of the shelter. They will assist in carrying out programs through analysis, evaluation, and implementation.

The Shelter Manager is an exempt employee and reports directly to the Program Director.

Essential Functions:

- Ensure the emergency shelter program is providing a safe, clean, respectful, professional environment for clients, staff, and volunteers
- Assist in the development and implementation of processes that create equity and consistency in our programming
- Hire, lead, coach, train, schedule, and mentor shelter program staff to help each employee reach their full potential
- Provide consultation and assistance to all staff during crisis intervention
- Oversee the implementation and continual updating of organizational policies and procedures
- Represent Sisu to the community with professionalism and commitment to enhancing the organization's community profile
- Represent Sisu at coordinated provider meetings such as Homeless Youth Alliance, Coalition to End Poverty, additional meetings as assigned
- Assist in collecting, tracking, and analyzing relevant data for purposes of monitoring the program's quality and effectiveness and grant compliance
- Collaborate with the Sisu leadership team on organizational direction and growth, program development, and continuous quality improvements
- Participate in on-call rotation with the leadership team
- Participate in the development of departmental budget and adhere to the approved budget for shelter operations
- Provide program evaluation, reports, and outcomes to the Program Director and granting organizations
- Oversee and enhance data quality in HMIS
- Support enrichment training opportunities for shelter staff
- Research and implement evidence-based programming to further the growth and development of shelter services for Sisu clients
- Oversee scheduling and facilitation of educational groups and activities

- Responsible for inventory management for shelter supplies
- Identify and assist with shelter maintenance
- Review and approve timesheets for direct reports
- Other duties as assigned

Position Qualifications

Education/Experience:

- Required: Bachelor's Degree in Social Work, Counseling, Health & Human Services, or related field OR five+ years of experience in a related line of work
- Minimum of two years of experience working with youth and homeless populations
- Proven leadership skills and experience managing budgets, programs, and relationships
- Passion for disadvantaged youth with a history of trauma

Knowledge/Skills/Abilities:

- Must take initiative and work well in a team environment
- Proficiency in MS Office and other computer applications
- Extensive experience with HMIS and/or data reporting software
- Strong written and verbal communication skills
- Work within deadlines and scheduled timelines
- Must be highly organized, able to solve problems independently, and assist in conflict resolution
- Knowledge of resources and willingness to research and learn new programs and initiatives
- Knowledge of Medicaid policies and billing procedures is a plus
- Flexibility and willingness to adapt in an ever-growing and changing environment

Physical Requirements:

- Must be able to bend, stoop, and lift items over 25 pounds.
- Ability to sit or stand for long periods of time
- Ability to use telephone, PC, copy machine, printer, and other office equipment
- Ability to use washer, dryer, and other household equipment ie. mop, broom, etc.
- Valid Driver's License with clean driving history, auto insurance, and reliable transportation. Local travel will be required
- Pass a state and federal criminal background check for grant compliance

Job Location: Onsite - Oklahoma City, Oklahoma, United States

Position Type: Full Time exempt (40+ hours/week)

Scheduled Hours: Varies; includes evenings and weekends

Salary Range: \$40,000-\$45,000 annually

Benefits: Paid time off, medical, dental, vision, and life insurance available

Application: Qualified candidates should submit their resume and cover letter via email to employment@sisuyouth.org

Sisu Youth Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fairness and equity in all our employment practices without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.