THE KING'S DAUGHTERS MINISTRY

Transforming Lives.... Shaping Generations

Job Description:

SHELTER MANAGER (Full time)

Minimum 36 hours per week
3 overnights per week required and some daytime hours

POSITION SUMMARY:

The Shelter Manager works closely with King's Daughters Ministry staff to provide supervision, support, and guidance to participants of the Emerald House residential program primarily during evenings, overnights, and weekends. The overnight shift is *not* required to remain awake.

The Shelter Manager maintains an appropriate on-site staff presence, reinforces program expectations, and responds to behavioral concerns and emergencies according to KDM policies and procedures. The Shelter Manager not only supports and recommends with regard to KDM policy, procedure, and program goals but also provides emotional support and guidance to participants within the program prescribed parameters. The Shelter Manager is responsible for the operation of residential home and provides direct supervision to participants and ensures the delivery of quality services while promoting independence, spiritual growth, health and safety of the participants in the KDM program.

This position also provides Christian encouragement and emotional support while maintaining professional boundaries and promoting participants' independence, spiritual growth, health, and safety.

Reports to the Director

"I will be a Father to you, and you shall be My sons and daughters, says the Lord Almighty." (2 Cor. 6:18)

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Assist in plans/schedules and make record of each day's activities. Communicate supply or maintenance needs to the appropriate responsible parties.
- Transport to/from appointments and program activities using ministry vehicle. Chaperone as required.
- Record Special Incident Reports and any and other required reports and paperwork.
- Instruct and supervise participant's basic skills development including personal hygiene, grooming, cleaning of room and laundering of clothes, bedding, toweling, etc., sewing, cooking, gardening, etc.
- Instruct and supervise participant's independent living skills development including assignments and completion of household chores, meal planning, grocery shopping, household budgeting, and purchases.
- Maintain set limits for participant behavior within program policies and procedures.
- Consult with Program/Executive Director regarding behavioral problems, crisis issues and emergencies as they occur.
- Conduct inspections and scheduled family meetings/devotions for residents.

REQUIRED QUALIFICATIONS:

- Demonstrated commitment to Jesus Christ and support for the Ministry's mission, values, and statement of faith.
- Willingness and ability to provide appropriate Christian encouragement, prayer, biblical guidance, and spiritual support to participants.

Counseling
Advocacy
Support Groups
Transitional Housing
Life Skills Training
Education

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www.KDMonline.org

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- High school diploma or equivalent.
- Valid driver's license and acceptable driving record.
- Ability to work independently and as part of a cohesive team.
- Ability to remain calm, exercise sound judgment, and respond appropriately during stressful or emotionally charged situations.
- Strong interpersonal, motivational, leadership, communication, and organizational skills.

PREFERRED QUALIFICATIONS:

- Two or more years of relevant education and experience in psychology, social work, human-services field, or prior supervisory/group home management. Helpful to have a degree and/or experience in women's studies/ministry or related field.
- Previous experience in a shelter, group home, residential program, ministry, case-management setting, or supervisory role.
- Experience supporting women or families affected by trauma, homelessness, domestic violence, substance-abuse recovery, or other significant life barriers.
- Strong Christian leader with an active and dynamic spiritual life.
- Ability and willingness to share faith with individuals who interface with the ministry.
- Associate degree or higher in a related field.

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CONDITIONS OF EMPLOYMENT:

Employment is contingent upon:

- Successful completion of a criminal background check.
- Acceptable driving record review.
- Successful completion of required drug screening.
- Completion of required Ministry orientation and training.
- Availability to work assigned day, evening, overnight (4:30pm-9am next day), and/or weekend shifts (including holidays).
- At least 35 years of age and a no-smoker/vaper.

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