**Job Description**

**Job Title:** Men’s Shelter Supervisor

**Department:** Programs

**Reports To**: Director of Operations

**FLSA Status:** Non-Exempt

**Date Revised:**  3/25/2022

**General Description of Work:**

The Men’s Shelter Supervisor provides overall leadership, direction, and support to the guests of the Idaho Falls Rescue Mission’s (IFRM) City of Refuge Men’s Shelter. The position is responsible for the oversight of all operations, safe and sober housing for our guests, emergency programs and activities of the Men’s Shelter. As well as, collaborating with the Navigate Program Supervisor for shelter and program operations and case management. The Men’s Shelter Supervisor will also work cohesively with the Navigate Program Supervisor in the effective operations, staffing, program, and case management of the City of Refuge. The Shelter Supervisor is responsible for ensuring that the Shelter policies and practices are consistent with IFRM’s Statement of Faith, the mission’s values, and goals.

**Essential Functions:**

* Facilitates weekly house meetings for all shelter guests, bi-weekly men’s shelter staff training and collaborates with Women’s Shelter Supervisor to facilitate monthly All Shelter Staff Training.
* Through thorough and effective weekly case management, guides and directs program participant goal setting, achieving program milestones, obligations follow-up case plan evaluation.
* Ensures the emergency program is constantly growing, evolving, and improving in its impact, effectiveness, and efficiencies by establishing program/participant metrics and reporting.
* Be prepared to de-escalate crisis situations and support program participants, guests, volunteers, and staff in debriefing difficult situations. Train staff on dealing with crisis situations and intervention. Respond to emergency events as needed.

* Establish and ensure that monitoring of record keeping is occurring within all ministry programs. Maintain the privacy of all guest information in accordance with Mission policies, procedures, and practices, as required by law.
* Works with Finance Department to develop yearly budget for City of Refuge
* Coordinates scheduling resources to ensures continuous coverage during all shelter shifts, which may include on-call responsibilities
* Provides weekly reporting to the Director of Operations and responsible for inputting guest data in the Homeless Management Information System daily
* Reviews shelter protocols and procedures, safety and security protocols, trains staff, volunteers, and guests
* Inspects program facilities to make certain adequately maintained, cleaned, and organized.
* Build effective relationships with volunteers, community partners and donors
* Network with partner churches and organizations for service projects and fund-raising opportunities.
* Network and partner with local “second chance employers” and businesses with for career opportunities, secondary education providers, vehicle discounts, and affordable housing for the program participants.
* Addresses maintenance needs and is responsible for ongoing inspection of the Men’s shelter for cleanliness, safety, and monthly maintenance schedule

**Knowledge, Skills and Abilities Required:**

* Excellent supervisory skills and experience.
* Maintains the highest level of professionalism in the delivery of services, building relationships, collaboration with co-workers, and representation of IFRM within the organization and community.
* Routine clerical or record-keeping incidental to the essential responsibilities of the job (including, but not limited to, data entry and case file oversight and updates).
* Must be skilled in program development, as well as team building.
* Excellent planning and organizational skills.
* Ability to develop and manage budgets and expenses.
* Must be comfortable working in a collaborative team-leadership environment.
* Good verbal and written communication skills including the ability to articulate program, vision, and purpose of ministry across church and secular groups.
* Successfully pass a criminal background check as well as a clean driving record as required to be approved by insurance to drive Mission vehicles.
* Successfully pass a pre-employment Drug/Alcohol test as well as random drug/alcohol tests performed as per IFRM employee handbook.
* Possess a valid driver’s license and a reliable vehicle reliable vehicle with a minimum required vehicle insurance as per the Mission’s Employee Handbook.
* All other duties as assigned by management.

This position description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job; it is intended to be an accurate reflection of those principal job elements essential to the job. Incumbents may be required to perform other duties as assigned or as required by the needs of the organization. The Idaho Falls Rescue Mission retains the discretion to change or add to the duties of the position at any time as needed.

**The Idaho Falls Rescue Mission provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.**

**Acknowledgement:** I have read this job description and have had an opportunity to have all my questions answered to my satisfaction before signing this acknowledgement. Further, I understand that this job description may/will be updated from time to time and may include additional duties and/or obligations on my part in the future.

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| Applicant Name – Printed | Date |
| Applicant Signature | Date |
| Witnessed by | Date |