Florida Baptist Children's Homes|One More Child is an equal opportunity employer

JOB DESCRIPTION: SUPERVISOR OF EMERGENCY SHELTER

Department: Campus Care
Reports To: Director of Campus Care
Recruited By: Director of Campus Care
Approved By: Executive Director of Campus Care
Status: Full-Time
Classification: Exempt

JOB SUMMARY

The Supervisor of Emergency Shelter is responsible to supervise and manage the Emergency Shelter program in their assigned area. Such work primarily involves the delivery of Christian services to those youth who are placed in Campus Care as well as supervising Shelter staff, as prescribed in the agency's operations manuals.

ESSENTIAL DUTIES AND FUNCTIONS

- Be responsible for operating residential programs at maximum capacity.
- To take referrals and identify the needs of the client and families.
- To coordinate intake, orientation, and admission scheduling, as well as discharge of clients.
- Be responsible for the supervision and evaluation of all personnel within the department, with approval of the Director of Campus Care.
- Ensure compliance with all provisions of the contracts with DCF/CBC.
- Ensure compliance with case management requirements as per agency standards and policies.
- Ensure that residential programs meet all agency standards, policies, and licensing requirements.
- To ensure all residences and surrounding grounds are kept in an attractive manner.
- Maintain a cooperative working relationship with community agencies and other referral and funding sources.
- To plan, monitor and evaluate the annual budget and monthly expenditures of the assigned Campus Care program.
- Develop and maintain schedule for all shelter employees.
- Establish and conduct Shelter staff meetings.
- Serve as the primary on-call supervisory person for the Shelter staff.
- To perform such other duties as assigned.

Florida Baptist Children's Homes|One More Child is an equal opportunity employer

MINIMUM QUALIFICATIONS

- Have at minimum a high school diploma or a GED, advanced education preferred.
- Two years of experience working with children and youth preferred.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Computer and systems skills including experience with Microsoft Word and Excel.
- Ability to build effective professional working relationships internally and externally.
- Effective communication skills, both oral and written; attention to detail, and ability to multi–task and stay organized under tight deadlines.
- Presents him or herself outside the agency in a manner in keeping with the firm's core values and guiding principles.
- Ability to maintain confidential employee and company information.
- Ability to multi-task.
- Ability to understand and follow oral and written instructions, meet deadlines, and work independently.
- Ability to solve daily problems by analyzing situations, determining next step and implementing.
- Ability to comprehend and process information rapidly and accurately.
- Skills in effectively organizing work, files, records, etc., to maintain efficient work flow.

SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.
- Possess a sincere desire to seek God and His kingdom.

- Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation.
- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
- Be a member of a New Testament, evangelical Church in the local community and attend regularly.
- Engage in witness activities as a normal part of life.

PHYSICAL DEMANDS

These physical requirements are not exhaustive and FBCH may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. The ability to lift up to 30 pounds (boxes, documents, and equipment).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The worker is subject to both environmental conditions. Activities occur inside and outside.

I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.

Print Name: _____ Signed: _____ Dated: _____