

## Samaritan Ministries Job Description Assistant Director

Line of Authority: **Reports to Executive Director. Supervises shelter manager, day monitors and maintenance staff.**

Guiding Principle: **To uphold and strengthen the Christian purpose and mission of Samaritan Ministries by performing the duties of assistant director.**

<b>Primary Function of Position: Provide leadership for shelter operations, guest services and building maintenance.</b>	
<b>10%</b>	<p><b>Major Duty: Unify the shelter team to fulfill Samaritan’s mission of providing food, shelter and hope through Christian love.</b></p> <p>Serve as the bridge between night shelter and day shelter activities to ensure continuity of care of shelter guests. Support shelter team with leadership at case review meetings, knowledge of community services/referrals for guests and training for safety and service. Assist in implementation of strategic planning activities as needed.</p>
<b>35%</b>	<p><b>Major Duty: Monitor limited case management services and HMIS data</b></p> <p>Ensure all operational requirements are met following HUD guidelines including Housing First, low barrier shelter, trauma-informed strategies and HMIS data. Monitor flow of case management services by shelter counselors and collaborating partners such as ESR and United Health Centers. Provide case management for minimum of five shelter guests in critical need. Provide daytime crisis intervention as needed. Stay up to date on Continuum of Care policies, opportunities and activities.</p>
<b>30%</b>	<p><b>Major Duty: Manage facility, maintenance and grounds operations.</b></p> <p>Complete weekly and monthly inspections of facility. Facilitate building repairs and ensure operation of security equipment, elevator, HVAC and other systems by working with service providers and the building committee. Maintain grounds including outside lighting and parking lot.</p>
<b>10%</b>	<p><b>Major Duty: Serve on the Management Team</b></p> <p>Attend weekly management meetings and facilitate outside group support for guest services. Keep up to date on overall Ministry operational concerns. Participate in annual budget development for the agency and review expenses monthly. Lead team meetings in the absence of the executive director. Assist in planning staff meetings and trainings. Represent Samaritan Ministries in the community as needed.</p>
<b>15%</b>	<p><b>Major Duty: Supervise Staff</b></p> <p>Recruit, hire, train, support and supervise shelter manager, supportive services counselor, maintenance workers and day monitors.</p>

Status: Salaried, Exempt. Benefits include 9 paid holidays, vacation, personal days, health insurance and 403(b) retirement plan.

Qualifications: Bachelor’s degree in human services or related field. Minimum 5-7 years of experience working with people experiencing homelessness, mental illness and/or addiction. Must be proficient in MS Office Suite and familiar with data base management. Social work training is a plus.

Work Schedule: 40 hours per week; flex day, evening and weekend hours as needed; All employees work two holidays per year as assigned.