**REDWOOD COMMUNITY ACTION AGENCY**

**Youth Service Bureau Division**

**JOB ANNOUNCEMENT**

**POSITION TITLE: Assistant Shelter Program Manager**

**STATUS: Fulltime / 37.5 hours weekly**

**PAY RATE: $16.00 - $17.00/hourly / health benefits + paid vacation, holiday and sick time**

**DEADLINE: Open until filled; interviews will take place as qualified applicants are received.**

**APPLICATION PROCESS: *Required* employment applications and instructions for submitting your application materials are available at:** [**www.rcaa.org**](http://www.rcaa.org) **Cover letter and resume strongly encouraged.**

**PLEASE NOTE: Late/incomplete applications, or resumes without applications will not be accepted.**

**POSITION PURPOSE**

Under the general supervision of the YSB Division Director, and the direct supervision of the Shelter Manager or his/her designee, the AssistantFacility Manager is responsible for supporting the daily operation of the 24-hour TLP/Shelter Program; this includes, but is not limited to, implementation and maintenance of the residential program's milieu service plan goals; hiring, training, and scheduling of TLP/Shelter and hot line staff; care and supervision of TLP/Shelter residents; provision of crisis intervention and case-management services; and supervision of the TLP/Shelter Facility's maintenance per licensing requirements. The Assistant Program Manager may serve as the Acting Division Director or Acting Shelter Manager is his/her absence.

**GENERAL RESPONSIBILITIES**

Specific Tasks:

* Assist TLP/shelter Manager with supervising the functioning of a 24-hour TLP/Shelter Program and facility.
* To maintain compliance with all general requirements for all direct and indirect provisions of care for residents.
* Maintain data management records. Provide daily, monthly, quarterly and annual reports.
* Insure compliance with Community Care Licensing standards and regulations.
* Assist YSB Director with grant writing and review.
* Responsible for community outreach.
* Maintain CPR and First Aid certification for staff.
* Develop and provide supervision and training for the TLP/Shelter staff, hotline staff, volunteers, and interns. Document trainings for licensing compliance.
* Develops, monitors, supervises and insures that all residents are provided with direct supervision and assistance as needed, in activities of daily living (hygiene, nourishment, social, educational, recreational and transportation services).
* Maintains schedule for 24-hour TLP/Shelter and hotline staffing; including ongoing recruitment, orientation, hiring and training.
* Supervise/conduct TLP intakes & insure that documentation of new resident’s entry into the TLP/Shelter program indicates that entrance criteria have been met.
* Insure responsibility for the care and supervision of TLP/Shelter residents, including the monitoring and management of their whereabouts.
* Insure for discharging of residents after-hours, per case plan.
* Perform the duties of Residential Staff when they are not on-site.
* Provide limited direct service interventions as required.
* Insure that case plans are established and implemented, and that residents’ records are current and accurate.
* Insure the implementation of emergency/disaster procedures as needed.
* Insure maintenance of a daily shelter log and communication with program staff.
* Insure maintenance of facility and grounds in accordance with state licensing requirements, which may require basic housekeeping and yard work.
* Maintain program data and submit monthly progress reports to YSB Director.
* Represent YSB on various committees and advisory groups as directed.
* Support and provide public relations and fund-raising duties as directed.
* Assist with performance evaluations of TLP/Shelter staff and interns.
* Assist with case supervision and case management for residents.
* Assure that staff is in compliance with the Title XIX (Medi-Cal) program requirements and when necessary, assist with writing Title XIX notes.
* Other duties as deemed necessary

## JOB REQUIREMENTS

Knowledge of and Experience With:

* Generalist methods of social work practice and application of the ecological model.
* Crisis theory and family systems interventions.
* Psychosocial and developmental concepts of child and adolescent development.
* Effective interventions with multiple problem families and at risk youth.
* California laws pertaining to youth.
* California laws and regulations pertaining to licensing and the operation of group home facilities.
* Grant funding and ability to assist in the development of Grants, Agency Contracts and Budgets.

Ability to:

* Communicate effectively in written and oral form
* Communicate/relate with individuals of various cultures, ethnicity, philosophical views, background, income levels and communication skills
* Establish and maintain cooperative and effective relationships with agency staff, personnel of other agencies, funding source representatives and the local service population
* Operate as a full participating member of the clinical intervention team
* Clearly articulate the mission, goals, strategies and purposes of the Emergency Shelter Program.
* Project professionalism at all times and maintains a professional standard regarding RCAA’s Code of Ethics Policies.
* Insure and protect agency, employee and client confidentiality and safety
* Work flexible hours including weekends, swing, graveyard, and holidays when needed.
* On a rotating schedule provide emergency field response & on-call after hours, weekends, and holidays. Be able to arrive at facility within half hour of getting call.

## MINIMUM QUALIFICATIONS

* BA in social work, psychology or related field

**And/or the following:**

* One year or more experience working with at-risk youth and families, including crisis intervention and case management service provision (residential setting preferred), **and**
* One year supervisory experience of employees, volunteers or interns
* In lieu of academic prerequisites, a minimum of one year in residential treatment settings that include both staff and management experience may be substituted on a year-for-year basis.

**OTHER REQUIREMENTS**

* Must be at least 21 years of age
* Must be a U.S. citizen or lawful permanent resident, and have the ability to provide proof of identity and employment eligibility in accordance with Federal law
* Must have means and capacity to perform job related duties with personal vehicle, as may be required, and must have proof of current automobile insurance
* Possession of valid California Driver’s License with current DMV printout showing acceptable driving record
* Submit to fingerprinting for criminal record clearance/background checks including child abuse index with acceptable results
* Proof of current (within 1 year) negative TB test, or willingness to obtain one
* Valid First Aid and CPR certification or willingness/ability to be certified
* Proof of required education (i.e. AA, BA, MSW, etc.)
* Home telephone or other effective means of communication

**ESSENTIAL PHYSICAL ABILITIES**

Employee must be able to provide the following with or without reasonable accommodation:

* Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively
* Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form
* Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment
* Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move or maneuver whatever may be necessary to successfully perform the duties of their position
* Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment

### AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER