

The Primavera Foundation - Pathways Out of Poverty

<https://primavera.org/job/program-manager-mens-shelter-weekends/>

Co-Program Manager, Men Shelter (Weekends)

Description

Primavera is co-creating pathways out of poverty through safe, affordable housing, workforce development, financial empowerment and homeownership, and civic and community building and engagement.

The *Program Manager* for Men's Shelter will oversee the operations of an 80-bed men's emergency shelter program, providing leadership for employees, and implementing policies and practices to ensure successful program outcomes.

The successful candidate will be a proactive leader who is driven to accomplish, articulate, personable, and highly structured, with a history of success in leading others and delivering specific program results and positive outcomes.

Responsibilities

DUTIES AND RESPONSIBILITIES (*Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by leadership*):

- Implement and oversee operating policies and procedures for the Men's Shelter, ensuring consistency with Primavera standards, government partner regulations, service delivery standards, and other contractual responsibilities.
- Review and evaluate programmatic shelter activities, making suggestions for change as needed to maintain best practices, increase effectiveness, and ensure the programs meet the needs of participants, funders, and the community.
- Monitor ServicePoint/HMIS and ETO data quality reports ensuring compliance with agency and funder data standards.
- Conduct regular audits of participant files according to agency
- Ensure confidentiality of participant information at the three
- Work closely with the Director and Co-Program Manager to hire, train, and supervise program
- Schedule and hold regular 1:1 meetings with program staff and conduct at a minimum a monthly staff meeting at the shelter. Provide team building and collaboration
- Prepare a biweekly schedule for program staff in collaboration with the Co-Program Manager ensuring proper coverage and effective utilization of staff hours.
- In collaboration with leadership from Primavera Works, provide training and supervision to Primavera Works temporary workers assigned to shelter programs, facilitating communication and coordination between shelter program staff and staff from Primavera Works.
- In collaboration with the Volunteer Coordinator, ensure structure, training, and supervision of volunteers
- Work with staff to manage the donations of food, clothing, and hygiene items and ensure proper disbursement and storage.
- Oversee the ordering of all supplies ensuring compliance with established
- Monitor and ensure adherence to the shelter
- Provide input for the program budgets in conjunction with the Co-Program Manager and Director.
- Coordinate meal team assignments for the Men's Shelter with the Volunteer

Hiring organization

Primavera Foundation

Employment Type

Full-time

Date posted

April 5, 2024

Coordinator and ensure meal teams are met upon arrival.

- In coordination with the Kitchen Coordinator, ensure compliance with food handling working closely with the maintenance/properties departments on areas of concern.
- Work collaboratively with Primavera program managers and directors to ensure access to services across Primavera's continuum.
- Attend meetings as required including but not limited to program leadership meetings, quarterly all staff, and Tucson Pima Collaboration to End Homelessness committee meetings as assigned.
- Respond to emergency after-hour
- Demonstrate and voice support for all Primavera programs when interacting with participants, volunteers, and the general public.
- Adherence to and demonstration of Primavera's guiding principles of integrity, respect, accountability, compassion, and leadership.
- Other duties as assigned by leadership

Qualifications

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of issues facing people experiencing housing insecurities.
- Knowledge of issues facing people struggling with mental health and substance abuse issues.
- Ability to work with diverse cultural backgrounds, people of diverse socio-economic statuses, and LGBTQIA+ populations.
- Great collaboration and team-building skills with the public and program
- Ability to effectively communicate orally and in
- Ability to perform duties and responsibilities with minimal
- Ability to multi-task, and demonstrate resourcefulness and
- Ability to ensure compliance with health and safety
- Ability to work flexible hours that will include working weekends and evenings.

MINIMUM QUALIFICATIONS

- Position requires weekend and evening commitment, flexible to meet shelter needs.
- Bachelor's degree in a human service field and a minimum of three years of management experience.

Note: A combination of education and experience may be accepted in lieu of a degree.

- Three years of supervisory experience supervising direct service staff in a program for people experiencing homelessness, or trauma related work experience supervising direct service.
- Proficiency with computer systems and software, including database programs.
- Flexibility and ability to rotate being on call with Co-Program Manager to address emergency situations.
- Ability to meet the above knowledge, skills, and abilities.
- Ability to work in an environment with minimal supervision, be dependable, and be flexible to meet program needs.
- Knowledge of relevant and applicable community resources.
- First Aid/CPR certification or ability to
- Level 1 fingerprint clearance card from the State of Arizona or ability to
- Reliable transportation, a valid driver's license, a clean driving record, and proof of current registration and insurance coverage to attend off site

meetings and travel between locations.

- Cross-train in all duties to meet the needs of the shelter, as outlined in this description.

PREFERRED QUALIFICATIONS

- Bilingual (English/Spanish)
- Master's degree in social service or related field
- Minimum of four years management experience with a program for people experiencing homelessness, preferably in a shelter setting.

PHYSICAL ENVIRONMENT/CONDITIONS

- Ability to work in a busy environment (both inside office setting and outside courtyard areas) with moderate noise level.
- Ability to work at desk workstation and throughout common areas, standing, bending, stooping, climbing, and ability to lift and carry up to 25 pounds.
- Visual acuity to discern data and information and hand dexterity to enter information into computer systems.

Contacts

To apply to this position, send your Cover Letter and Resume to jobs@primavera.org.

The Primavera Foundation is committed to a discrimination-free workplace and to providing equal employment opportunities (EEO). No employees and applicants for employment will be discriminated against because of race, color, creed, religion, gender, gender identity, gender expression, actual or perceived sexual orientation, national origin, age, pregnancy, mental or physical challenging condition, marital or family status, amnesty, political affiliation, status as a covered veteran, or other protected characteristic in accordance with applicable federal, state, and local laws.