MONTGOMERY COUNTY YOUTH SERVICES

**Job Title:** Shelter Director

**Reports To:** Chief Program Officer **FLSA Status:** Exempt

## Summary of Position

To provide oversight and management of the BridgeWay Emergency Shelter as well as implementation of MCYS and program policies and procedures.

## Essential Duties and Responsibilities include the following, but other duties may be assigned:

* Provide overall leadership of the BridgeWay Emergency Shelter.
* Serve as the agency’s primary Child Care Administrator and in that capacity, make decisions regarding admissions and discharges to the program

1. Provide direct supervision of the BridgeWay staff.
2. Maintain the shelter program in accordance with Department of Family and Protective

Services (DFPS) minimum standards.

1. Assist in development and management of the annual BridgeWay Shelter budget.
2. Ensure all grant and contract standards are met to include reporting requirements, output and outcome measures and staffing requirements. Maintain bed days at a level that ensures financial viability.
3. Participate in general policy-making, program development, and grant writing along

with Chief Program Officer and Executive Director.

* Work closely with other members of the agency Leadership Team to advance not only Shelter Services but all agency programs for the benefit of agency clients.

1. Responsible for professional development of the shelter services staff.
2. Managing personnel functions such as recruiting, hiring, training and disciplining shelter

staff.

* Serve as the BridgeWay Emergency Shelter ambassador including coordinating and participating in outreach and fundraising activities, greeting donors and guests and collaborating with other service providers and referral sources.

1. Responsible for all other duties as assigned by Chief Program Officer.

**All Staff Must:**

1. Adhere to the Social Work Code of Ethics and maintain and protect client confidentiality.
2. Promote and demonstrate appropriate respect for cultural diversity among co-workers and all work related contacts.
3. Attend work regularly in accordance with agency leave policy.
4. Maintain valid Texas Driver’s License and Automobile Insurance.
5. Obtain and maintain current CPR and First Aid Certifications.
6. Maintain required training hours as per licensure and/or agency policies.

## Position Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Education and Training:**

1. Master’s degree in social service-related field and at least one year of management/supervisory experience in a residential child care setting OR a Bachelor’s degree with at least 2 years of full-time child care or related work experience, one year of which is in a management/supervisory capacity in a residential child care setting.
2. Meet state licensure requirements as a Licensed Child Care Administrator.
3. Experience with fiscal management and budgeting

**Knowledge, Skills, and Abilities:**

1. Good oral and written communication skills
2. Good computer skills (Word, Works, Excel)
3. Ability to connect with youth while maintaining good boundaries and being a positive role model

**Working Conditions:**

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.

1. This job requires a high degree of mental and physical effort due to considerable

interruptions and/or frequent changes of activity or workloads during a typical day.

1. This position will require the Director to work a flexible schedule in order to meet

the needs of the program.

1. Generally, work takes places indoors, but at times, the Director will be asked to

be outside participating in activities with fellow employees and/or clients.

1. The Director will be required to travel in his/her own vehicle to and from MCYS

offices, seminars and meetings.

1. Throughout the calendar year, the Director is expected to rotate on-call back up

duties with other supervisors and program directors for the on-call/crisis intervention system within the agency. This will require the Director to carry a pager and/or a cell phone and be ready accessible during the on-call time.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; stand; climb stairs; sit; use hands to use or handle office tools and equipment, including telephone and computer; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus for work with computers and peripheral vision and depth perception for driving.

## Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The employee has reviewed this description and agrees to work under the auspices of the terms stated.

Employee: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_