



## Residential Shelter Manager

Shelter KC is hiring a full-time Residential Shelter Manager to serve in our Men's Center. Shelter KC is a Christ-centered community serving among the poor and homeless of Kansas City. We offer hope and the opportunity for reconciliation and transformation through programs of relief, recovery and reentry, empowering those we serve to reach their full potential.

**Primary Job Responsibilities** include but are not limited to:

- Coordinate and oversee Shelter KC evening activities
- Oversee the daily client check-in procedure, and coordinate any special client arrangements through available internal resources (Case Managers, Chaplains, Medical and Food Service), as well as external resources
- Greet and direct visitors and volunteers, and accurately maintain Daily Log, incident log, and shelter supplies inventory
- Assist in supervising residential participants assigned to Guest Services
- Represent client concerns and related issues at staff meetings
- Coordinate with other agencies in order to help move our guests towards stable housing
- Develop, maintain, and oversee the Guest Services Ministry, including: staff hiring and training; monitoring and encouraging staff spiritual and professional development; staff performance evaluations; and other performance improvement activities
- Audit client records for compliance
- Administer and coordinate drug and alcohol tests as needed
- Perform other duties, as assigned

**Required Qualifications:**

- Minimum 5 years of relevant/similar work experience
- Professing Christian who is active in their local church
- Have a heart and passion for the homeless community
- Self-starter who is ambitious and energetic
- Excellent people skills
- Able to manage a team of up to 10 people at a time
- Team player
- Organizational skills

**Preferred Qualifications:**

- Bachelor's degree
- Experience working with homeless population and/or social services, especially mental illness

This is a full-time, exempt position with a schedule of 40 hours per week. The exact schedule will vary from week-to-week based on the needs of the Shelter. Benefits include health, dental, life insurance, AD&D, retirement (403B), paid holidays, paid time off, and lunch which is provided to staff on site daily.

All staff are required to adhere to and fully support Shelter KC's Mission Statement, Core Values, and Statement of Belief which are can be found here:

<https://www.shelterkc.org/about/employment/>

To apply, please visit <https://www.shelterkc.org/about/employment/>