



COMMUNITY ACTION OF NAPA VALLEY

*encouraging self-sufficiency*

## Job Announcement

**JOB TITLE:** Seasonal Shelter Manager

**HOURS:** Part-time

**SALARY:** \$10.50 per hour

**SUMMARY:** The Seasonal Shelter Manager oversees the day-to-day operation of Shelters operated by Community Action of Napa Valley's Shelter Services. The Winter Shelter is open seven days a week (including holidays) from November 15 – April 15.

### REQUIREMENTS AND QUALIFICATIONS:

- A High School Diploma or equivalent
- Experience involving social work, business or a related field
- Organizational skills
- Basic computer skills
- Knowledge of local community resources
- Knowledge of issues faced by homeless people
- Ability to work as a team member
- Ability to work with minimum supervision
- Ability to maintain appropriate boundaries with guests
- Ability to establish and maintain cooperative workplace relationships
- Ability to interact courteously and tactfully with people of diverse backgrounds and interests
- Ability to problem solve and resolve issues and disputes in an effective manner
- Pass criminal record clearance
- Speak and write in both English and Spanish preferred

### ABOUT OUR AGENCY:

Community Action of Napa Valley (CANV) is a non-profit organization that has served the Napa community since 1965. The agency currently operates a range of programs that provide vital basic services such as food, emergency shelter, rental assistance, child care, meals for seniors, culinary training, tobacco education and volunteer opportunities.

### HOW TO APPLY:

Visit our website at [www.canv.org](http://www.canv.org) to download an application. Only individuals who submit an application will be considered for job position. Mail to: 2310 Laurel Street, Suite 1, Napa, CA 94559 or E-mail to: [amedina@can-v.org](mailto:amedina@can-v.org) or Fax to: (707) 253-6156

CANV IS AN EQUAL OPPORTUNITY EMPLOYER

2310 Laurel Street, Suite 1 ♦ Napa, California 94559 ♦ Ph: 707.253.6100 ♦ Fax: 707.253.6156 ♦ [www.canv.org](http://www.canv.org)

## Seasonal Shelter Manager Job Description

The Seasonal Shelter Manager oversees the day-to-day operation of Shelters operated by Community Action of Napa Valley's Shelter Services. The Winter Shelter is open seven days a week including holidays.

**JOB TITLE:** Seasonal Shelter Manager

**DEPARTMENT:** Shelter Services

**JOB SITE:** Winter Shelter

**REPORTS TO:** Program Director

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Treat all guests equally, with respect, and according to the professional guidelines and staff rules set forth in the CANV and the HSS policy manuals.
2. Resolve any conflicts in a professional manner. Model professional behavior.
3. Consistently educate guests about and monitor and apply all site rules and policies.
4. Organize all shelter housekeeping and client volunteer activities and maintain a clean and safe environment.
5. Perform regular security checks of the building.
6. Accurately maintain appropriate records.
7. Assure that all records are routed to the Supervisor for data base entry.
8. Keep accurate guest records.
9. Maintain the daily log and accurately complete any other notes necessary.
10. Attend training sessions and staff meetings as required
11. Respond and take charge in an emergency: evacuate and check the building and provide other emergency services as needed until help arrives.
12. Comply with established CANV procedures.
13. Perform other duties as required.

### KNOWLEDGE OF:

- Organizational skills
- Local community resources
- Issues faced by homeless people
- Basic computer skills

### ABILITY TO:

- Work as a team member
- Work with minimum supervision
- Maintain appropriate boundaries with guests
- Establish and maintain cooperative workplace relationships.
- Interact courteously and tactfully with people of diverse backgrounds and interests.
- Problem solve and resolve issues and disputes in an effective manner.
- Speak and write in both English; Spanish preferred.
- Pass criminal record clearance

### PHYSICAL DEMANDS:

While performing this job, the employee is regularly required to walk; sit; use hands to handle objects, operate keyboards, tools, or controls; talk and hear. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Noise level is moderate.
- Shelter is on street level.
- Facilities are open 7 days a week with some staff on duty 24 hours a day.
- Some of the participants may be under the influence of drugs and/or alcohol.

### IF DRIVING DURING WORKING HOURS:

- Must possess a valid California Driver License.
- Must maintain vehicle liability insurance.
- Must maintain a good driving record.