

Job Title	Shelter Manager
Employer/ Agency	Catholic Charities of the Archdiocese of Galveston- Houston
Job Description	<p>The Shelter Manager is primarily responsible for managing the day-to-day operations of the facility. Ensures the appropriate and expected service delivery of shelter services for all children in care by supervising and coordinating staff for the safety and well-being of all children in care. Responsible for the documentation and supervision of client’s progress while in care. Facilitate, monitor, and ensure compliance to all Texas Health and Human Services Minimum Standards on an ongoing basis.</p> <p>Principal Duties</p> <ul style="list-style-type: none"> • Ensure licensed childcare coverage for the facility by keeping up with TDFPS minimum standards; maintain oversight of shelter activities; and maintain compliance with standards set forth by funding sources, state licensing standards, COA standards, ORR/DUCS guidelines, and DHS/ICE rules and regulations. • Provide supervision of residential staff and assure correct supervising ratios for staff to clients are in place. Work with staff on schedules, vacation, call-ins, transportation, food services, and calendar activities. Work with staff for appropriate documentation of clients as required and report to the treatment team on progress. Meet with staff and children in care for evaluation and feedback of care and service delivery. • Ensure the overall safety and compliance of shelter care operations by conducting rounds, inspections, supervision, work-orders, and facility checklists. Ensure that all shelter licenses and certifications are up to date. • Receives and resolved or assists the management in resolving residence complaints and service recovery process. • Managing household budget, organizing activities and making transportation arrangements as needed. • Participate in departmental, all staff, and mandatory meetings, and required training opportunities. • Participate in on-call rotation of the supervisory staff. • Perform other duties as required by supervisor.
Qualifications	<ul style="list-style-type: none"> • Bachelor’s degree in social work or related social services field • Two (2) years in experience in child welfare/residential and/or adolescents in a social service setting • Two (2) years in supervisory experience • Fluent in English and Spanish
Salary/Hours	Starting salary \$60,000 *Position eligible for sign on bonus
Email Address	hr@catholiccharities.org
Application Method	https://catholiccharities.org/about-us/jobs/
Opening Date	Immediately

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