

CHRISTIAN AID CENTER

Job Description: **Men Services Emergency Housing Director**

Department: Men Services
Reports to: Men Services Director
Employment Status: FT, flexible schedule, on-call

Duties & Responsibilities:

The Men Services Emergency Housing Director is responsible for:

- Providing a welcoming and caring first-impression to men looking for help
- Collecting intake information from all walk-ins and housing referrals
- Perform intake process, including: review of guidelines, orientation paperwork, UA, belongings check, secure medication, bed assignments, facility tour and staff introductions
- Inputting new guest information into guest database (Mission Tracker)
- Conducting needs assessments for new guests
- Creating an Action Plan for each guest
- Providing weekly case management meetings with guests to monitor progress in their Action Plan
- Assisting guests in referrals and access to other community resources
- Providing support and accountability in meeting goals and following facility guidelines
- Documenting guest progress in the database (Mission Tracker)
- Identifying facility maintenance needs and prioritizing them
- Keeping a calendar of all required facility maintenance
- Finding third-party contractors and requesting bids when needed
- Managing maintenance projects performed by contractors
- Planning and encouraging evening activities
- Assisting guests who have chosen to leave the Emergency Housing Program
- Ensuring a safe environment and an atmosphere conducive to change
- Acting as liaison with the many volunteers, agencies and churches; that interact with guests
- Working with Recovery Programs Director to identify and cultivate candidates for the recovery programs
- Representing the CAC at events and presentations, and assisting in educating the public regarding homelessness

Qualifications:

- College degree in related field, preferred.
- A keen manager of people—ability to hold accountable while maintaining strong relationship with program participants and colleagues.

- Have strong interpersonal skills; including ability to diffuse conflict, maintain composure and treat all guests and staff with dignity and respect.
- The ability to create an environment that instills value in those who reside at the Christian Aid Center, and promotes transformational growth.

Essential Functions:

- Provide the Men Services Director with input regarding program effectiveness and new opportunities for volunteer participation.
- Communicate with the public, donors, staff and volunteers when needed.

Knowledge, Skills & Abilities:

- Two years of relevant experience, preferred
- Excellent communication and time management skills
- Demonstrated ability to counsel others in the process of transformation and recovery
- Self-starter
- Prompt and thorough in-job performances

Personal Attributes & Values:

- Committed to leading through a relational philosophy of grace and truth
- Maintains confidentiality, professional boundaries and ethical behavior
- Passionate about life-transformation
- Has integrity
- Holds high standards

Referrals required.

About the Christian Aid Center:

With more than 75 years of rescuing and restoring lives in the Walla Walla Valley, the Christian Aid Center—Walla Walla Rescue Mission (CAC) is one of the first places that hurting individuals seek when in time of need and despair. In 1946, CAC started as a soup kitchen and chapel for men, and in time evolved into a homeless housing program.

Today, while we still address the same basic needs of sheltering and feeding needy men, women and children; we ultimately offer the opportunity for real-life change through long-term recovery programs.

An average of 60 individuals find refuge at our facility every night, and we provide breakfast and dinner daily for anyone in our community who is hungry—resulting in more than 47,000 meals served every year. Other services include food giveaway, childcare, wellness clinic, barbershop, life-transformation programs, referrals, spiritual encouragement and volunteer opportunities.