

COCAA
Job Description

Position: Relief Manager
Department: Mission of Hope
Revised: March 15, 2010

FSLA: Part-time
Pay Range:
ED Approved: _____

JOB SUMMARY

The Part-time Relief Manager at the Mission of Hope substitutes for shift supervision in the Homeless Shelter. Works under the direction of the Mission of Hope Director. "Job descriptions may be modified based on COCAA needs and employees may be required to perform functions beyond those described below and employees are "at will employees" in that either party may terminate the employment relationship."

ESSENTIAL DUTIES

- Maintains the safety of shelter residents and staff.
- Effectively communicates the shelter's expectations, rules, and regulations to residents.
- Completes program intakes on all new and returning clients. Facilitates accurate client description of personal and family situation and conditions so effective determination can be made of appropriate responses or supports.
- Ensures residents' compliance with shelter rules and regulations.
- Documents any emergencies and accident/incidents, and reports them to the MOH Director.
- Supervises shift volunteers and tracks their hours.
- Tracks and records all contact with residents.
- Abides by all safety rules and standards in accordance to the agency.
- Keeps accurate records of all vendors, volunteers, donors, and contributions.
- Attends all assigned training.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Associate degree and one year experience with homeless or drug treatment organizations.
- Initiative, tact, diplomacy, and creativity required.
- Ability to work in a hectic and results oriented environment.
- Must possess a valid Oklahoma Drivers License; proof of valid insurance on any personal vehicle that will be used for COCAA business purposes, and possesses and maintains acceptable driving record.
- Insurable and bondable under the agency's current insurance plans.
- Ability to work with the public, various organizations, and vendors.
- Ability to use cell phone, fax machine, computers, or other electronic devices.
- Must have reliable transportation for work related travel away from designated work site.
- Working knowledge of the occupational hazards and safety precautions of the work.
- Must be willing to work holidays, weekends, and flexible hours in a fast paced environment
- Must be able to travel out of area and overnight for conferences and training.

DESIRED QUALIFICATION

- Bachelor's degree in Social work, Mental Health, Psychology or related field and one year of related experience.
- Certificate in drug treatment.

Supervision Given: Supervises shift volunteers.

Supervision Required: Under the direct supervision of the Mission of Hope Director.

WORKING CONDITIONS AND PHYSICAL HAZARDS

- Employee is subject to working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dust, mists, gases, and poor ventilation.
- Employee must be able to physically perform functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.
- Must possess the visual acuity to operate machines and equipment including close inspection of moving and small parts, assembly and repair, and operation of mobile equipment.
- May be exposed to irate clients, vendors, public and employees.
- Some lifting is required usually up to at least 25 pounds, but may be required to lift up to 50 pounds on occasion.

SPECIAL LICENSES AND CERTIFICATIONS DESIRED

None