



Central Wisconsin Community Action Council, Inc,

Baraboo Area Homeless Shelter Program Manager

Full-Time — Salaried Position

Salary Range: \$38,000 - \$50,000 per year

Flexible Days with availability for late afternoon & evening meetings

General Statement of Required Education. Knowledge. Skills and Abilities

Master of Social Work degree desired with at least two years' experience in homeless shelter management and direct homeless shelter services. Will accept a Bachelor's degree in a related social services area with experience working with a homeless population, both direct services and management experience
Possess knowledge and sensitivity of the low-income community, their needs and concerns as well as available resources
Must have valid driver's license and insured vehicle
Able to understand and work with Word, Excel, database programs and other various programs
Excellent communication and organizational skills, show the ability to exercise good judgment and to maintain confidentiality at all times
Ability to work independently, exhibit self-initiative, work well with co-workers and public
Detailed oriented and able to keep accurate records and precise reports
Resourceful and experience with fund raising and grant funding procurement

General Statement of Duties under supervision of Unit Supervisor Homeless Prevention

Evaluate the needs for public assistance and refer constituents to appropriate agencies and programs which may help to meet their needs, and/or administer appropriate application and process for our programs.
Knowledge of supportive programs within both the agency and community, the ability to identify resources and appropriately network for the needs of the participants.
Meet with clients regularly to assess progress, connect clients to resources and strategize with them to overcome barriers.
Knowledge and understanding of housing programs to include homeless shelters, domestic violence shelters, transitional housing, short- and long-term supportive housing, etc.
Maintain client records, document case notes and complete case files in a detailed and confidential manner. Ensure follow-up of existing shelter participants
Acquire competence in application of existing management information system ensuring timely data entry
Perform site management duties such as meeting clients and reviewing policies and procedures, assuring policies and procedures are followed, supervise staff house managers and custodial contractors, inform appropriate people of building repairs, maintain building supplies.
Collaborate with local and regional support agencies and organizations
Represent the shelter at community meetings and events as required Be available to engage in late afternoon and evening meetings
Ensure constant telecommunications for the shelter
Recruit and supervise house managers and volunteers
Perform other duties as required.

The above list is illustrative in nature. Central Wisconsin Community Action Council reserves the right to make adjustments to position descriptions, staff responsibilities policies and in order to meet the changing needs of the agency and those we serve.

Working Conditions:

Must have the ability to work under medium to high level of stress due to overall nature of the position, ability to maintain composure and objectivity when working in difficult situations and with difficult clients. Some travel is required. Regular office hours are maintained with the exception of emergency situations, and funding source requirements, which may occasionally occur. Must be able to work independently.

Please Send Cover Letter & Resume to: CWCAC
Att: Fred Hebert
PO Box 430
Wisconsin Dells, WI 53965