

Uintah County

Job Description



Title:	Shelter Manager	Code:	123
Division:	Shelter	Effective Date:	3/07
Department:	Commission	Last Revised:	3/07
FLSA Cat:	Exempt	Pay Grade:	21

GENERAL PURPOSE

Performs a variety of general managerial and **administrative** duties related to managing and performing operations of the county homeless & indigent shelter.

SUPERVISION RECEIVED

Works under the general supervision of the County Commission.

SUPERVISION EXERCISED

Provides general to close supervision over Shelter Coordinators, full-time and part-time workers and volunteers.

ESSENTIAL FUNCTIONS

Manages intake processes for admittance into county Turning Point shelter; receives and reviews or assists candidates prepare applications; interviews and screens applicants to gain assurance that such person(s) qualify as indigent under program guidelines; determines that no other sources of assistance are available or are being utilized by applicants.

Conducts background examinations and investigations, financial history examinations, field visits and reference checks in order to assure that applicant(s) are not fraudulent and that other conditions comply with established standards for indigent services.

Assists residents in the development of transition plans and exit strategies from the shelter; establishes short term goals for obtaining resources and assistance.

Determines need for social services and issues recommendation to provide assistance; works with partnering agencies and institutions to arrange for services such as doctors, hospitals, food, clothing, shelter, transportation, and burial; refers persons to services provided by State agencies; may coordinate county services with those provided by the state and other agencies to avoid duplication.

Organizes volunteer service providers to teach self-help skills, hygiene, etc.; arranges for emergency assistance for qualified indigent; sets up appointments and arranges for hospitalization in approved facilities.

Documents shelter operations and activities; records expenditures and levels and types of assistance provided to residents; creates periodic reports to account for operations and budget compliance; may prepare periodic reports for submittal to funding agencies.

Performs daily housekeeping within the facility; creates cleaning and maintenance schedule; cleans and sanitizes as needed.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from college with associate degree in sociology or some other related social science;
 - AND
 - B. Two (2) years of general work experience directly related to social services or in a care-giving industry;
 - OR
 - C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of theory and practice governing welfare service programs; public relations and interpersonal communications skills. **Some knowledge of** advanced clerical tasks related to filing, indexing, and record keeping; medical terminology; personal computer or mainframe terminal operation and various software applications used for word processing and spreadsheet analysis.

Ability to plan and organize work independently; make mathematical calculations quickly and accurately; operate a variety of standard office machines; question, research, and accurately determine eligibility of applicants for certification of indigence, coordinate the delivery of services and assure proper care of entrusted funds; monitor assigned cases to eliminate fraud; maintain objectivity in decision making while considering complicated and emotional situations; establish and maintain effective working relationships with State, Federal and Local organizations who provide similar services.

3. Special Qualifications:

None.

4. Work Environment:

Work performed in a clinical setting with appropriate climate controls. Tasks require variety of physical activities, occasionally involving muscular strain, related to walking, standing, stooping, sitting, and reaching, hearing, talking and seeing which are essential to successful completion of typical duties. Common eye, hand, finger dexterity is required. Mental application utilizes memory for details, complex instructions, emotional stability, creative problem solving. Elements of hazard uncertainty exist in the normal course of performing duties associated with providing indigent services.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
 (Employee)