

Job Title	Basic Center Program Manager
Employer/ Agency	Montrose Grace Place
Job Description	Grace Place's Basic Center Program Manager oversees the daily shelter operations, special projects/activities, service delivery and documentation, program staff, and volunteers for the Basic Center Program facility and street outreach program for Runaway/Homeless youth ages 15-17 Responsibilities Include: • Provide supervision and support to the shelter operations team to ensure continuity of care for residential clients and 24-hour coverage for the facility. • Oversee the safety, security, and general welfare of Runaway/Homeless Youth ages 15-17 utilizing the shelter facility. • Oversee cleanliness and sanitation of the shelter facility to ensure all inspections, fire codes, and health codes are followed by clients, staff, and volunteers. • Adhere to and assist with managing the Basic Center Program's annual budget. • Maintain knowledge of overall agency objectives, activities, and client assistance resources. • Consult the supervisor regarding any critical situations within the shelter. • Serve in the appropriate step in the dispute resolution process for staff, volunteers, and clients. • Assist with providing shelter and hotline coverage. • Maintain clear and profession boundaries while monitoring the ongoing climate of the shelter and outreach staff. • Embrace trauma-informed approach to service provision and train staff to empower and support youth. • Maintain open lines of communication with relevant law enforcement, child welfare agencies, and other community organizations/businesses. • Other duties as assigned.

Qualifications	Qualifications: • Minimum two years of prior youth or adult shelter experience. Education and Other Requirements: • Minimum of a 4-year degree in Social Work, Sociology, Psychology, Human Resources, or comparable experience. • Must pass a criminal background check, fingerprint background check, and reference checks. • Must have reliable transportation.
Salary/Hours	\$25 / hour
Address	Third Ward
City, State, Zip	
Contact Person	Courtney Sellers
Telephone Number	
Fax Number	
Email Address	operations@montrosegaceplace.org
Application Method	Please send resume and cover letter to email: operations@montrosegaceplace.org
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.