

FAMILY PROMISE OF GREATER DES MOINES

JOB POSTING

Family Promise of Greater Des Moines assists homeless families with children through a network of 15 religious congregations that provide clean, safe overnight shelter and nutritious meals for a period of one week every three months. Guests are provided case management services and a safe, secure place to be during daytime hours at our Day Center located at Westminster Presbyterian Church.

TITLE: Day Center Supervisor - Weekday

HOURS: 7:00am - 3:00pm /Monday – Friday
One weekend day per month

COMPENSATION: \$12.00 per hour; non-exempt

JOB DUTIES:

1. Answer the Day Center telephone, take messages, make referrals to the centralized intake and other services.
2. Set up shelter interviews for prospective guests in conjunction with case manager and centralized intake staff.
3. Supervise the Day Center to insure guest safety and compliance with guidelines.
4. Protect guest confidentiality at all times.
5. Assist Executive Director with completing periodic program reports and entering information into a donor database.
6. Other duties as assigned.

**SKILL
REQUIREMENTS:**

Interpersonal Skills: An ability to relate well to and influence people from diverse backgrounds. Ability to exercise good judgment and exhibit patience. Ability to define problems, establish facts and draw valid conclusions. Ability to deal professionally and courteously with people both in-person and over the telephone.

Computer/Office Skills: Proficiency required in Internet usage as well as Microsoft Word and Excel.

Language Skills: Average communication skills required, oral as well as written.

Mathematical/Analytical Skills: Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Physical Skills: Ability to lift and carry 25 pounds; ability to lift, or mount a stepstool and lift, overhead up to a height of six feet and place items on shelves.

TO APPLY: Email cover letter and resume to jcain@familypromisedm.org