

Job Title: St. James Haven Manager
Reports To: Executive Director
FLSA Status: Exempt
Prepared Date: January 2023

Mission: *St. James Haven in Meadville is sponsored by the Sisters of St. Joseph of Northwestern Pennsylvania and provides a temporary overnight shelter to homeless men. Saint James Haven provides a ministry of presence to men who choose a place of safety, a warm bed, some food, and friendship nightly.*

Summary:

The Manager of St. James Haven ensures the SSJ and the Haven's mission permeates all aspects of its operations. The manager through a ministry of presence is responsible for the daily operations of St. James Haven.

Essential Duties and Responsibilities:

1. Understand and promote the mission of the Sisters of St. Joseph and St. James Haven in all decisions and the operation of the homeless shelter.
2. Maintain a secure and safe environment for the residents and ensure that rules/policies are followed by the residents.
3. Ensure that drugs, alcohol, and weapons violations are dealt with according to policy with appropriate notification to the Executive Director.
4. Provide regular communication to Executive Director regarding any areas of concern.
5. Maintain a state of cleanliness of house and grounds and report needed repairs to the Executive Director
6. Maintain regular expected duties within the Haven such as: prepare and serve meals, maintain household laundry, maintain inventory of household supplies, manage mail and schedules.
7. Responsible for required paperwork that needs completed and submitted.
8. Responsible for maintaining hospitable environment using appropriate communication and problem skills and communicate with law enforcement as needed.
9. Any changes to the responsibilities, regulations, reports, or forms must be approved by the proper authorities before initiated.
10. Maintain positive relationships with the local community, other service providers, donors, volunteers and residents.
11. Communicate and meet with the Executive Director of the Haven regularly to provide the best support and a ministry of presence to the homeless men who frequent the Haven.
12. Other duties as assigned.

Qualifications/Skills/Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Strong written and verbal communication and interpersonal skills required.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Mission, Diversity, Ethics - Participates and supports a positive work environment; shows respect and sensitivity for the SSJ and Haven's mission and cultural differences; promotes a harassment-free environment. Demonstrates adherence to the highest moral standards both on and off the job.

Excellence - Demonstrates excellence in the service of the Havens by understanding the requirements and tailoring performance to meet those needs. Effective communication is a must.

Problem Solving & Service Recovery - Problems are addressed immediately and corrected as soon as possible, with follow-up to ensure the situation has been addressed and resolved.

Professionalism & Courtesy - Demonstrates a positive and professional manner in communication, actions and appearance, both inside and outside of work.

Environment and Safety - Demonstrates responsibility and accountability for creating a professional, safe, clean, and healing environment evidenced by: being at work on time to perform assigned duties, maintaining a neat and orderly work area, and following safety practices in accordance with local, state and federal regulatory standards.

Confidentiality - Demonstrates confidentiality in all interpersonal encounters, assuring that all confidential information remains private and protected. The rules regarding confidentiality will be followed at all times and in all verbal, written or electronic communications.

Teamwork - Demonstrates commitment to teamwork by establishing effective relationships and networks with Directors, managers, consumers, Board of Directors and the public, collaborating with them to accomplish shared purposes and goals.

Attendance/Punctuality/Reliability - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Note that any lifting or exerting of force of over 50 pounds requires assistance.

Activity	None	Minimal	Occasional	Frequent	Continuous
Move/Lift 1-10#				X	
Move/Lift 11-50#			X		
Move/Lift 50+#		X			
Bend			X		
Stoop			X		
Squat			X		
Kneel			X		
Climb Stairs			X		
Sit				X	
Crawl	X				
Reach Above Shoulders			X		
Walk on Uneven Surfaces			X		
Use Hands to Finger, Handle, or Feel				X	
Close Vision, Color Vision, Peripheral Vision, depth, and ability to adjust focus.					X
Stand and Walk				X	
Hear, distinguish sounds, and talk					X
Smell				X	
Taste			X		

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. NOTE: If exposure to "Toxic fumes and airborne particles" is selected below, that includes possible exposure to Blood-Borne Pathogens.

Exposure to . . .	None	Minimal	Occasional	Frequent	Continuous
Wet or humid conditions (non-weather)		X			
Extreme cold (non-weather)	X				
Extreme heat (non-weather)	X				
Outdoor weather conditions			X		
Fumes or airborne particles	X				
Toxic or caustic chemicals	X				
Hazardous materials	X				
Blood or bodily fluids	X				
Moving mechanical parts	X				
High, precarious places	X				
Explosives	X				
Vibration	X				
Extreme noise levels	X				
Risk of electrical shock	X				
Risk of radiation	X				

The above statements are intended to describe the general nature and level of work required of this position. It is not meant to be an exhaustive list of all responsibilities, duties, and skills required.