



seedsofhopeohio.com

SOH Shelter Coordinator Job Description

Under the direct supervision of the Executive Director and/or Board of Directors, the SOH Shelter Coordinator is responsible for overseeing, facilitating, and coordinating the activities of clients & volunteers that are directly responsible for the day to day operation of the SOH Shelter. The Coordinator provides a safe, nurturing environment for residents and is responsible for facilitating the daily operations and maintenance of the SOH Shelter.

Primary Job Duties

Client Referral Calls
Scheduling Intakes
Intakes and Client Care Plans
RCCA Data Entry
HMIS Data Entry
Recovery Referrals
HCRP/Rapid Rehousing Applications
Volunteer Applications/trainings
Scheduling of Staff Volunteers

General Job Duties

Daily operations of the shelter
Interact with referral agencies and social services for each client
Schedules staff meetings for volunteers to discuss progress and areas of improvement
Prepare reports for the board and attend monthly meetings.
Familiar with various housing programs that can benefit clients
Aware of other community agencies for referral and coordination purpose.
Makes sure the shelter has necessary items: personal hygiene, food, blankets, beds, etc
Occasionally participates in special events, fundraising and public presentations
Makes sure all shifts are covered, if call offs, find coverage.
Occasionally called upon to work overtime or odd schedules.
Conducts and records bed count information, reports to E.D. or at monthly COC meeting
Complete necessary forms regarding community service and practicum students
Responds to correspondence on behalf of the SOH House
Use conflict resolution skills in order to resolve issues in the SOH Shelter
Display leadership skills, integrity and a high degree of emotional maturity while keeping difficult situation in proper perspective.
Excels in interactions with the staff and volunteers at all levels of the organization.
Able to operate computer and other office machines such as fax, copier, telephone.
Duties and responsibilities will be added/replaced to comply with nature of our organization.
Coordinate with board of directors, prepare for and attend board meetings.
Additional duties as assigned, and on call 24/7. May work weekends.

Qualifications

High School Diploma and related experience in working with the homeless

Compassion for people, excellent communicator, and strong collaborator

Strong administrative skills and attention to detail

Able to multitask and work independently

Strong written and oral communication skills

Knowledge of issues related to homelessness

Strong people skills, ability to listen to authority of the E.D. and the board

Supports the mission and goals of Seeds of Hope.