



**ERIE UNITED METHODIST ALLIANCE, INC.
JOB DESCRIPTION**

POSITION TITLE: Our Neighbors' Place Program Manager

BASIC JOB FUNCTION: Lead the management of EUMA's seasonal (November 2020 – March 2021) overflow shelter ministry welcoming adults to overnight at Our Neighbors' Place (ONP). Ensure guests are welcomed into a COVID19 safe and secure environment and moves guests onto a pathway to permanent housing.

REPORTS TO: Executive Director

WORK HOURS: 5:00 PM – 11:00 PM and 6:00 AM – 8:00 AM
Seasonal - temporary | 40 hrs/week including shift work between 5:00 PM – 11:00 PM and 6:00 AM – 8:00 AM or as the coordinator schedules.
\$12.00 - \$14.00/hr depending on experience

RESPONSIBILITIES:

EUMA's manager of Our Neighbors' Place is responsible for the operations of the shelter. (S)he will:

- Manage ONP scheduling;
- Ensure up to 3 staff reporting to you are resourced appropriately;
- Create weekly shift schedule;
- Create an environment of welcome and caring for all who are guests;
- Recruit, train and support shelter new staff/volunteers
- Train all on protocols and procedures;
- Coordinate intakes and using the Homeless Management Information Systems (HMIS) database document guests' stay;
- Ensure COVID19 and other health and hygiene policies, procedures and protocols are enforced;
- Complete and/or supervise the before, during and after shelter cleaning;
- Assist guests in accessing housing resources that end in permanent housing;
- Support the community's homeless services stakeholders gain access to guests;

- Coordinate with shelter stakeholders, hosting site leadership before, during and after each shelter move;
- As scheduled, act as “on-call” person to whom questions after hours will be referred; and
- Complete other duties as assigned.

QUALIFICATIONS:

- Commitment to EUMA’s mission, vision and core values;
- Experience working with
- Must have or be able to obtain Acts 33/34 clearances and FBI Fingerprinting;
- Veterans, persons of color and those with lived experience are encouraged to apply.

SKILLS NEEDED:

- Excellent inter-personal and verbal communication skills;
- Basic computer knowledge and skills necessary;
- Maturity, good judgment, flexibility and a positive attitude;
- Ability to multi-task and shift gears quickly with good organizational skills;
- Ability to respond effectively to crisis situations;
- Understanding of and able to appropriately respond to poverty issues and cultural differences;
- Motivational interviewing a plus;
- Ability to work comfortably with people of diverse backgrounds;
- Peer support specialists are encouraged to apply;
- Ability to interact professionally with staff, clients and other members of community;
- Maintaining professional boundaries and confidentiality a must;
- Initiative, ability to work independently under general supervision, with a highly developed sense of personal and professional responsibility.

**Please submit your cover letter and resume’ to:
EUMA, HR, 1033 E. 26th St., Erie, PA 16504 or via email at INFO@EUMA-Erie.org**