**Bethel Day Shelter Operational Manager**

The Bethel Day Shelter Operational Manager is an individual who operates the day shelter on a part-time basis ensuring a safe place for guests to seek shelter, connecting with resources and participating in the Continuum of Care services provided by local agencies to help individuals move into stable housing.

Location: Pathways Community Center Suite S 546 South Cherry Road, Rock Hill, SC 29730

Schedule: 2-4 days a week 8:30 am - 5:30 pm

Performance Review: An initial review to be completed after the first 90 days of part‐time employment followed by an annual review thereafter.

Supervision:  This individual will work under the supervision of the Executive Director and Operational Director.

Education: Bachelors of Social Work degree preferred.  Experience working with homeless individuals required.  HMIS experience preferred.

Intake/Operational tasks:

* Assist the security officers with intake as the guests are entering the Day Shelter.
* Update the sign-in sheet from the previous day’s sign-in sheet with assistance from the Security Officer on duty.
* Ensure new guests have gone through intake at the front of PATHWAYS prior to entering the day center.  Assist and/or complete the Intake Interview if PATHWAYS is not open.
* Reviews the Behavioral Covenant form with any guest and ensure their understanding of shelter policies and procedures.
* Ensure guests adhere to shelter policies and procedures.

Operational Tasks

* Ensure guests have access to personal lockers, shower facilities, and laundry facilities.
* Ensure facilities are safe and clean.
* Report any facility issues to Executive Director or Operations Director.

Coordination of Services:

* Make referrals to agencies to connect guests with available resources.
* Create a weekly/ monthly schedule of Continuum of Care services provided by other collaborating agencies.
* Invite collaborating agencies to offer services at the Day Shelter.

Any questions, concerns, and/or feedback can be directed toward Emily Sutton, the Bethel Men’s Shelter Executive Director, by email at: [essutton@bethelmensshelter.org](mailto:essutton@bethelmensshelter.org) or Richard Murr, the Bethel Men’s Shelter Operational Director by email at [rmurr@bethelmensshelter.org](about:blank)..