Monsignor King Outreach Center
Assistant Director

Salary: DOQ

Position Summary: Assistant Director will assist the Executive Director to oversee the day-to-day operations of our low barrier shelter and ensure a safe, welcoming clean environment for clients, staff and volunteers, and visitors of the facility. The role of the Assistant Director is to help develop and implement effective emergency shelter policies, procedures, outcomes and goals that closely follow best practices set out by the National Alliance to End Homelessness, The Department of Housing and Urban Development, and the United States Interagency Council on Homelessness.

Essential Duties and Responsibilities (as directed by the Executive Director):

- Ensure Shelter operates effectively within Denton County's homeless crisis response system – low barrier shelter services that are human centered and housing focused.
- Oversee all program operation to ensure the success of the program in meeting the needs of individuals and families experiencing homelessness
- Collaborate with local housing and supportive service providers and community partners to effectively coordinate services
- Oversee administrative duties including data management in the Homeless Management Information System (HMIS) and program evaluation
- Lead and support staff
- Support staff development and coaching
- Lead regular staff meetings to discuss service provision, operational needs and progress
- Ensure that shelter services provided to clients are in a respectful manner and in accordance with the agency's policies and procedures

Knowledge and Abilities

- Knowledgeable of homelessness and social service landscape of Denton County
- Knowledgeable of effective emergency shelter best practices
- Knowledgeable in operations and management principles, procedures, and practices
- Knowledgeable of crisis intervention principles and practices as it pertains to homelessness
- Strong problem-solving skills,
- Strong Interpersonal skills and ability to connect with organization and community stakeholders
- Strong communication skills (written and verbally)
- Demonstrated ability to build effective teams
- Highly organized and detail oriented

Qualifications
Bachelor's degree in Social Work, Non-Profit Management with 5 years of experience required

Bi-lingual English/Spanish preferred