



**Diocese of Laredo
Job Announcement**

Posting Date: August 16, 2019

Application Deadline: Until Filled

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| Position: Shelter Manager (Temporary Position) | FLSA Classification: Exempt |
| Minimum Requirements: Three years of experience as a shelter manager, shelter supervisor, or equivalent experience. Experience in shelter operations, management of personnel and demonstrated ability to work effectively and collaboratively with culturally diverse populations of clients, care providers, families and community members. Ability to function under pressure. Must be flexible, open and responsive to crisis management. Communicate well in English and in Spanish, preferred. Must be able to work in varying temperatures and environments. | |
| Start Date: Immediate | Location: Catholic Charities of Laredo La Frontera Shelter, 1616 Callaghan St., Laredo, TX |
| Position Status: Full-Time, Temporary | Work Schedule: Sun-Sat., Varying/Rotating Shifts |

Position Summary:

The Shelter Manager is responsible for the general and overall operations of La Frontera Shelter. The Shelter Manger has overall responsibility and oversight of the shelter. Has continuous and direct communication with administration and ensures compliance with shelter guidelines, policies and procedures. The Shelter Manager provides guidance and supervision of the lead employees at the shelter.

Essential Duties, Functions and Responsibilities: (complete job description available at the HR Office)

- Overall operation of La Frontera Shelter
- Oversees lead functions, such as: temporary housing, volunteers, logistics, planning, safety and security, food preparation and feeding, and case work functions
- Supervise lead personnel at La Frontera Shelter and facilitates staff meetings
- Develop and maintain shelter protocols as necessary
- Develop staffing schedules in collaboration with Catholic Charities Executive Director
- On call 24/7 for emergencies, staff support, and guidance
- Ensures compliance with shelter regulations, guidelines, policies and procedures
- Prepare daily reports and communicate regularly with Catholic Charities Executive Director

Additional Knowledge, Skills, and Abilities, Certifications or Licenses:

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation (Texas driver license requirement applies to applicants from Texas)
- Ability to maintain a professional and positive attitude while performing the duties of the position

RESUMES ARE NOT ACCEPTED. EMPLOYMENT APPLICATION IS REQUIRED FOR CONSIDERATION.

For Employment Application, visit <https://www.dioceseoflaredo.org/employment-opportunities>

For additional information, please contact: (956) 764-7867

Office of Human Resources

Diocese of Laredo

1901 Corpus Christi St.

Laredo, Texas 78043

****This position provides temporary on-site housing for the Shelter Manager, if hired from outside of Laredo.**

Unique opportunities to participate in staff spiritual retreats, mass and prayer. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

We are the Diocese of Laredo!

The diocese reserves the right to revise, rescind or extend this job announcement and any employment benefits.