



Sister Nora's Place Program Director

Full-time exempt position

40 hours per week, includes Medical & Dental benefits

Sister Nora's Place is a program of Sacramento Loaves & Fishes that provides long-term shelter and case management for up to 16 women who have experienced chronic homelessness, trauma and serious mental & physical health impacts. Unlike many shelters, we do not enforce a predetermined length of stay. We treat each woman with dignity and respect within a stable and nurturing community living environment. Our staff work with each resident to provide guidance, empowerment, a safety net of support, medication management, mental and physical health evaluations, financial management, life skills classes and groups as well as other essential services.

Responsibilities:

The Program Director at Sister Nora's Place reports to the Loaves & Fishes Executive Director and oversees a shelter staff of six people. The Program Director is responsible for staffing the 24/7 program, hiring and training new staff as well as directing all resident activities. Primary responsibilities include but are not limited to the following:

- Coordinate and support resident daily activities; provide/oversee resident case management
- Support and advocate for the unique needs of up to 16 female residents living with mental health conditions
- Collaborate with staff from L&F Genesis mental health program to interview and select new residents
- Facilitate monthly staff meetings and staff trainings as needed
- Manage 24/7 staff schedule and record keeping (time cards, PTO, vacations, HR issues etc.)
- Formulate/manage yearly program budget
- Collaborate with other Loaves & Fishes programs and community service providers
- Collaborate with groups on special projects (dinner calendar, fundraisers, etc.)
- Coordinate, train and recruit program volunteers
- Participate in meetings/committees as requested by Executive Director
- Other duties as assigned

Qualifications:

- Must have commitment to the mission and philosophy of Loaves & Fishes
- Degree in Social Work (or related field) is preferred but minimum of 5 years' experience working with people experiencing homelessness/mental health conditions may be considered in lieu of education
- Residential experience preferred
- Be flexible, compassionate, professional, and respectful
- Desire and commitment to working with women experiencing homelessness
- Experience in crisis management and de-escalation
- Must have good organizational skills, strong verbal and written communication, computer literate
- Ability to lead and work as part of a team, including willingness to work different shifts as needed
- Supervisory experience preferred

Starting Salary: \$58,240 annually

Please submit resume and cover letter by email to hr@sacloaves.org, by fax to (916) 446-9376, or by mail to Human Resources, PO Box 13495 Sacramento, CA 95813 **no later than August 15, 2021.**