



JOB DESCRIPTION

Job Title:	Adult Services Supervisor	Department:	Housing and Shelter Services
Summary of Responsibilities:	Responsible for the day-to-day operation of the adult homeless shelters and day center operated by the Community Action of Napa Valley's Housing and Shelter Services and the collection of CANV's data for the county-wide Homeless Management Information Services (HMIS). Facilities are open 7 days a week with some staff on duty 24 hours a day.		
Salary:	\$3,207 per month	Hours:	1 FTE
Exempt:	Yes	Supervises:	Shelter/Center Managers, Case Managers, Day Shift/Volunteer Coordinator
Job Location:	100 Hartle Court, Napa and 1301 4 th Street, Napa		
Reports to:	Program Director	Benefits:	Health, dental & life insurance; 401(K)
Dates Approved:	5/99; 5/04; 5/05; 3/06; 01/08; 6/11; 2/12		

Essential Duties and Responsibilities:

1. Supervise all activities of CANV's adult shelter services including the South Napa Shelter, Winter Shelter and Day Center.
2. Assure accurate collection of statistics and records on all aspects of Adult Shelter Services and serve as administrator/lead to assure compliance for County-wide HMIS for all Housing and Shelter Services.
3. Supervise and Schedule shelter/center managers, Case Managers and Day Shift/Volunteer Coordinator holding regular staff meetings to include staff development and training.
4. Conduct intake and provide case management for shelter clients as needed to include: assessment of current status; identification of any special needs/ circumstances; inventory of services already contacted; short and long term goals for self-sufficiency and well-being, and defined and measurable steps to achieve the goals.
5. Hold weekly multi-disciplinary meetings with staff and other partners to review and refine client plans, assess their progress and determine their eligibility to continue their stay at the shelter. Review client request for accommodation and/or exception and respond to clients in writing.
6. Conduct bi-weekly house meeting with all adult shelter residents at SNS and monthly house meetings at the HOPE Center.
7. Respond via phone and in person as needed to after-hours emergencies in a timely manner.
8. Work cooperatively with the CANV Housing and Shelter Director and Housing staff to implement housing focus for shelter.
9. Successfully collaborate with community partners to bring services on-site at SNS and HRC for clients.
10. Oversee and direct the maintenance of the property and buildings.
11. Direct the purchasing of supplies and tools needed to maintain the building and program.
12. Attend meetings and represent CANV as needed in the community.
13. Comply with established CANV procedures.
14. Perform other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Any combination of training and experience that would likely provide the required knowledge and abilities as listed below is qualifying. A bachelor's or master's degree in Social Work or other advanced education with additional course work in computers/data base management and other relevant documented course work is preferred. Direct experience can be substituted for college credit.

Knowledge of:

- Case management best practices
- Staff supervision and management principles.
- Program Development.
- Computer skills – proficiency in MS Office and knowledge of on-line data base management.
- Drug and Alcohol Addiction programs and methodologies for testing and treatment.
- Mental Illness programs and methodologies for treatment.
- Community based programs.
- Building Management
- Conflict resolution.

Ability to:

- Lead a team and perform effectively as a team member.
- Work with minimum supervision.
- Maintain appropriate boundaries with guests.
- Establish and maintain cooperative workplace relationships.
- Interact courteously and tactfully with people of diverse backgrounds and experience.
- Communicate effectively in English, both orally and in writing; Spanish highly desirable
- Generate both numerical and narrative reports accurately and in a timely manner
- Multi-Task.
- Perform CPR and first-aid if needed

Physical Demands:

While performing this job, the employee is regularly required to walk; sit; use hands to handle objects, operate keyboards, tools, or controls; talk and hear. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level is moderate.
- Facilities are open 7 days a week with some staff on duty 24 hours a day.
- Some of the participants may be under the influence of drugs and/or alcohol.
- Office is located on first floor.

Additional Information:

- Must possess a valid California Driver License.
- Must maintain vehicle liability insurance.
- Must currently have and maintain a good driving record.
- Must have access to a vehicle during work hours.
- Bi-lingual (English/Spanish) desirable.

To obtain application and job description; and to submit completed application:

Name:	CANV - Human Resources	Email:	canv@can-v.org
Address:	2310 Laurel Street, Suite 1	City:	Napa
State:	CA	Zip Code:	94559
Phone:	707.253.6100	Fax:	707.253.6156
Deadline:	February 21, 2012, or until filled. EOE		



ANNOUNCEMENT OF VACANCY

Job Title:	ADULT SERVICES SUPERVISOR	Date:	February 10, 2012
The Position:	<p>The Adult Services Supervisor is responsible for the day-to-day operation of the adult homeless shelters and day center operated by the Community Action of Napa Valley's Housing and Shelter Services and the collection of CANV's data for the county-wide Homeless Management Information Services (HMIS). Facilities are open 7 days a week with some staff on duty 24 hours a day.</p>		
Education and/or Experience:			
<p>A bachelor's or master's degree in Social Work or other advanced education with additional course work in computers/data base management and other relevant documented course work is preferred. Direct experience can be substituted for college credit.</p>			
Salary:	\$3,207 per month	Hours:	1 FTE
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Reports to:	Program Director	Department	Housing and Shelter Services
Benefits:	Health, dental and life insurance; 401(K).		
The Agency:			
<p>Community Action of Napa Valley (CANV) was founded in 1965 as the designated Community Action Agency for Napa County. It is a private nonprofit tax exempt corporation. The agency currently operates a range of programs that provide vital basic services such as food, emergency shelter, child care, meals for seniors, culinary training, tobacco education, and emergency rental assistance.</p>			
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