

## **Residential Coordinator**

The person who fills this position will be responsible for the day-to-day operations of Hope at Miracle House. They will also assume various leadership responsibilities as program needs. Applicants must be 21 or older.

### Job Responsibilities

- ❖ Program Operations
  - o Oversees all intake and discharge procedures including all HMIS input
  - o Ensures guest compliance of all regulations
  - o Follows policies and guidelines when guests are in noncompliance including removal of families
  - o Completes a written Incident Report Form whenever addressing violations or concerns with guests
  - o Notifies the Board of Directors of any Incident Reports
  - o Maintains a working knowledge of fire, safety, and health standards to ensure Miracle House is following local and state regulations covering health, safety, and capacity requirements
  - o Attends monthly board meetings
- ❖ Program Promotion & Community Outreach
  - o Participates in community outreach events such as United Way events, Colorado Nonprofit Association training's and events, Chamber of Commerce events, Ft. Lupton Community events, etc. as requested by the Board of Directors
- ❖ Daily Operations
  - o Communicates with the Shift Monitor on a regular basis about their work with the guests and reports to the Board at the monthly meeting
  - o Coordinates room assignments and other daily routines
  - o Ensures housekeeping and other maintenance tasks are completed
  - o Completes purchases of necessary supplies
  - o Coordinates volunteers and community service requests
  - o Completes other tasks as requested by the Board of Directors
  - o Works with local businesses and agencies to acquire resources for the guests

### Education and Experience Preferred

- ❖ Preferred Associates Degree in Non-Profit or a related field
- ❖ Preferred homeless shelter or non-profit experience

### Job Skills Requirements

- ❖ Ability to assist guests in a compassionate manner
- ❖ Teamwork skills
- ❖ Organizational skills
- ❖ Oral and written communication skills
- ❖ Basic computer skills are necessary, including proficiency with Microsoft Office programs

### Training Requirements

- ❖ Must have or be willing to obtain within 30 days:
  - o CPR Certification
  - o First Aid Certification
  - o HMIS Certification Training

### Physical Requirements

- ❖ Lift and move up to 25 lbs.
- ❖ Stand, walk, bend, stoop, and sit frequently

### Hours and Wages

- ❖ 20 flexible hours per week
- ❖ \$17.50 per hour

All interested applicants please send your resume to [hopeatmiraclehouse@gmail.com](mailto:hopeatmiraclehouse@gmail.com) or mail it to Hope at Miracle House, PO Box 762, Fort Lupton, Colorado 80621. This posting will be open for two weeks. It will close when filled.