

## JOB DESCRIPTION

<b>Position Title:</b> Shelter Evening Supervisor	<b>Job Status and Salary:</b> Full Time- 40 hours per week Monday-Friday 8-hour shifts + on-call requirement Exempt-- \$19.44-\$21.69 / hour DOE
<b>Department:</b> Shelter/Safe Home	<b>Location:</b> Albuquerque-Safe Home Shelter
<b>Reports To:</b> Shelter Program Manager	<b>Number of People Supervised:</b> 8-10

### POSITION PURPOSE

The Evening Supervisor oversees the evening operations of a youth shelter facility, ensuring the provision of essential services and support to youth ages 11-17 during weekday evening hours. Working closely with the Program Manager, they manage staff, monitor youth activities, and maintain a safe and supportive environment. The Evening Supervisor plays a crucial role in ensuring the well-being of youth shelter residents and the smooth operation of the shelter during evening shifts.

### ESSENTIAL DUTIES AND RESPONSIBILITIES (IN PRIORITY ORDER)

The following list of duties or tasks is not intended to be complete but to represent some of the tasks required under each of the major responsibilities.

#### **Employee Relations and Supervision**

- Responsibility for managing the evening operations of the shelter facility, including overseeing staff, monitoring youth activities, and addressing any issues or concerns that arise.
- Model appropriate interactions with youth for staff, that are grounded in the Safe Home core principles of Positive Youth Development, The Nurtured Heart Approach and Trauma Informed Practices. Provide on-going coaching to staff in applying all models.
- Ensure that shelter policies and procedures are followed consistently during evening hours, maintaining a safe and secure environment for youth and staff.
- Address staff and youth concerns in an efficient and effective manner.
- Hold staff accountable for paperwork and programmatic elements that are required by funders.
- Address discipline issues with staff members as they arise and provide feedback to the program manager about performance improvement plans, and terminations.
- Monitor and review staff timekeeping

#### **Program Service Delivery**

- Ensure core values are utilized in working with youth and making milieu decisions.
- Responsible for collaborative decision-making on all new youth who enter the shelter.
- Conduct briefings at the beginning of each shift to communicate expectations, assignments, and any relevant information to staff.
- Coordinate with the Program Manager to address any emergencies or incidents that occur during evening shifts, following established protocols for response and reporting.
- Participate in staffing new youth referrals.
- Assist in the entry process for new youth arriving in the evening, completing entry documentation, orientation and any other necessary documentation.
- Responsible for maintaining a safe environment that ensures compliance with all relevant regulations and standards.
- Monitor youth activities and behavior throughout the evening, intervening as necessary to address conflicts, ensure compliance with shelter rules, and provide support.

- Foster a positive and inclusive environment within the shelter during evening hours, encouraging youth engagement in activities and programs.
- Maintain accurate records and documentation related to program activities, youth interactions and program required documentation.
- Conduct regular inspections of the shelter facility during evening shifts to ensure cleanliness, safety, and security.
- Address any maintenance or security issues promptly, coordinating with the appropriate personnel to resolve them in a timely manner.
- Collaborate with the Program Manager and other staff members to ensure continuity of care and consistency in operations between evening and daytime shifts.
- Participate in meetings, trainings, and other activities as required to support the overall goals and objectives of the shelter.
- Other duties as assigned.

**EDUCATION & RELATED WORK EXPERIENCE**

**Education Level/ Years of Related Work Experience:  
(minimum & preferred educational requirements necessary to perform this job successfully)**

- High school diploma or equivalent required; bachelor’s degree in social work, psychology, counseling, or a related field preferred.
- Minimum of 2 years of experience working with at-risk youth in a social service setting or similar setting required, with demonstrated experience in a supervisory or leadership role preferred.

**CONDITIONS OF EMPLOYMENT  
(Describe any specific conditions for employment relative to this position)**

Must be able to pass comprehensive criminal, sexual offender, MVD background checks.  
Must have car, valid driver’s license, and maintain state required automobile insurance minimums.

**WORK ENVIRONMENT AMERICANS WITH DISABILITIES ACT**

**Equipment Used:**  
PC and standard office equipment

***Equal Employment Opportunity***

New Day Youth and Family Services provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

***Job Responsibilities***

The previous statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. New Day Youth and Family Services may change the specific job duties with or without prior notice based on the needs of the organization.

**ACKNOWLEDGEMENTS**

<b>Creation Date:</b>	<b>Revision Date:</b>
<b>Supervisor: I have approved this job description and reviewed it with my employee.</b>	
Signature: _____	Date: _____
<b>Employee: I have reviewed this job description with my supervisor and acknowledge receipt.</b>	
Signature: _____	Date: _____
<b>Executive Director/Chief Program Officer</b>	
Signature: _____	Date: _____