

**Job Title:** Director St. Patrick's Haven  
**Reports To:** SSJ Leadership and SPH Board  
**FLSA Status:** Exempt  
**Prepared Date:** December 2022

**Mission:** *St. Patrick Haven in Erie is sponsored by the Sisters of St. Joseph of Northwestern Pennsylvania and provides temporary overnight shelter to homeless men. The homeless shelter provides a ministry of presence to men who choose a place of safety, a warm bed, some food, and friendship nightly.*

**Summary:**

*The Director through a ministry of presence oversees the managers and day-to-day operations of St. Patrick's Haven. The Director is responsible for planning, organizing, managing and supervising operations of St. Patrick's Haven in a manner that supports the mission of the Sisters of St. Joseph.*

**Essential Duties and Responsibilities**

1. Understands and promotes the mission of the Sisters of St. Joseph and St. Patrick's Haven in all decisions and the operation of the homeless shelter.
2. Supervises the St. Patrick's Managers including: maintaining contact with them on a regular basis to assist with any issues with the residents; ensure all residents are treated with dignity and respect.
3. Responds to any complaint or concern regarding Haven operations, documents and retains records in accordance with applicable privacy regulations.
4. Represents St. Patrick's Haven at various public events and speaking engagements to share the Haven story and its needs.
5. Maintains regular contact with the SSJ about activities and donations at the Haven along with issues and concerns at St. Patrick's.
6. Be involved with the interview, screening, hiring, training, discipline and termination Haven managers as needed, retaining documentation as required by Federal, State and local regulations.
7. On-site management includes periodic visits to the Haven to observe physical building cleanliness and need for repairs, schedule repair work as needed upon approval by the SSJ and SPH Board, and ensure proper procedures are being followed.
8. Work closely with the managers to assure the inventory of cleaning supplies and basic food items are available.
9. Preparation of the annual budget based on needs and projected goals and that all required paperwork on the residents are kept and passed on as necessary.
10. Works closely with the managers and SSJ to ensure any financial matters are handled appropriately such as submitting any bills and donations that may come.
11. Preparation of the monthly report and other reports needed for the St. Patrick's Board of Directors.
12. Being "on-call" in the event of an emergency.
13. Responds to requests for homeless verification.
14. Other duties as assigned by the SSJ or the SPH Board of Directors.

## Qualifications/Skills/Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below 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.

Strong written and verbal communication and interpersonal skills required.

## Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

**Mission, Diversity, Ethics** - Participates and supports a positive work environment; shows respect and sensitivity for the SSJ and Haven's mission and cultural differences; promotes a harassment-free environment; and demonstrates adherence to the highest moral standards both on and off the job.

**Excellence** - Demonstrates excellence in the service of the Haven by understanding the requirements and tailoring performance to meet those needs. Effective communication is a must.

**Problem Solving & Service Recovery** - Problems are addressed immediately and corrected as soon as possible, with follow-up to ensure the situation has been addressed and resolved.

**Professionalism & Courtesy** - Demonstrates a positive and professional manner in communication, actions and appearance, both inside and outside of work.

**Environment and Safety** - Demonstrates responsibility and accountability for creating a professional, safe, clean, and healing environment evidenced by: being at work on time to perform assigned duties, maintaining a neat and orderly work area, and following safety practices in accordance with local, state and federal regulatory standards.

**Confidentiality** - Demonstrates confidentiality in all interpersonal encounters, assuring that all confidential information remains private and protected. The rules regarding confidentiality will be followed at all times and in all verbal, written or electronic communications.

**Teamwork** - Demonstrates commitment to teamwork by establishing effective relationships and networks with Directors, managers, consumers, Board of Directors and the public, collaborating with them to accomplish shared purposes and goals.

**Attendance/Punctuality/Reliability** - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Note that any lifting or exerting of force of over 50 pounds requires assistance.

Activity	None	Minimal	Occasional	Frequent	Continuous
Move/Lift 1-10#				X	
Move/Lift 11-50#			X		
Move/Lift 50+#		X			
Bend			X		
Stoop			X		
Squat			X		
Kneel			X		
Climb Stairs			X		
Sit				X	
Crawl	X				
Reach Above Shoulders			X		
Walk on Uneven Surfaces			X		
Use Hands to Finger, Handle, or Feel				X	
Close Vision, Color Vision, Peripheral Vision, depth, and ability to adjust focus.					X
Stand and Walk				X	
Hear, distinguish sounds, and talk					X
Smell				X	
Taste			X		

**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. NOTE: If exposure to "Toxic fumes and airborne particles" is selected below, that includes possible exposure to Blood-Borne Pathogens.

Exposure to . . .	None	Minimal	Occasional	Frequent	Continuous
Wet or humid conditions (non-weather)		X			
Extreme cold (non-weather)	X				
Extreme heat (non-weather)	X				
Outdoor weather conditions			X		
Fumes or airborne particles	X				
Toxic or caustic chemicals	X				
Hazardous materials	X				
Blood or bodily fluids	X				
Moving mechanical parts	X				
High, precarious places	X				
Explosives	X				
Vibration	X				
Extreme noise levels	X				
Risk of electrical shock	X				
Risk of radiation	X				

The above statements are intended to describe the general nature and level of work required of this position. It is not meant to be an exhaustive list of all responsibilities, duties, and skills required.