



Job Description:
Night Stay Administrator

The Coalition Against Poverty in Suffolk, Inc. (CAPS) is a collaborative effort of churches to address poverty on two levels: level 1 - the crisis of an immediate need and level 2 - the underlying causes of these needs. Suffolk churches have partnered to create and fund a central intake center where individuals in need of crisis assistance can take their requests. CAPS provides two main programs: Emergency Bill Assistance and the Night Stay Program. The Night Stay Program is a rotating night shelter during the cold months of the year. The Night Stay Administrator will be responsible for the Night Stay Program and partners with Director and Services Administrator in providing homeless clients with resources and referrals to appropriate services.

Employment Type: Seasonal - Likely 25 hours a week during shelter months (typically November-March) and 5 to 10 hours per week during the rest of the year if needed.

Major Duties and Responsibilities

Oversee Night Stay Program

- Recruit and train churches to act as hosts and partners of the Night Stay Program.
- Hold regular monthly meetings of Night Stay church coordinators.
- Ensure that churches are properly equipped to provide shelter, food, staff, and safety for Night Stay guests.
- Provide information about the Night Stay Program to potential guests.

Provide housing support

- Work with the CAPS staff to assist families as needed during their move into permanent housing. Such assistance may include donated furnishings, coordinating with volunteer movers, and coordinating transportation.

Public Relations/Networking

- Work with Board members and staff to speak to potential member organizations, partners, media and the public; enhance their understanding of CAPS' role in the community and its mission and services.
- Promote a positive public image for CAPS within the community.
- Establish and maintain relationships with other professional, civic, and private organizations to strategically enhance the CAPS mission.

Provide operational support to the Director

- Perform as needed administrative duties during the off-season.
- Follow and maintain all CAPS policies, including safety precautions and confidentiality requirements.

Data Retention, Collection, and Reporting



- Ensure all night stay guest information is recorded in HMIS database system.
- Report at proper time to Planning Council point in time counts, and other counts as outlined in the policies of the Commonwealth of Virginia and The Planning Council.
- Attend Planning Council regional meetings to stay abreast of the latest resources and deadline dates for reporting.

Reporting Lines

- The Night Stay Administrator reports directly to the Director.

Required Skills and Experience

- A minimum of 2 years of experience in community development, social work or a related field
- Experience working in multi-cultural or cross-cultural settings
- Proficiency in Microsoft Office applications (primarily Excel and Word)
- Excellent verbal communication and people skills
- Ability to work well with a team
- Excellent interpersonal skills with a desire for unity

Critical Characteristics

- Mature Christian faith, as defined by the Apostles' Creed
- Deep commitment to care for vulnerable people
- Strong relational skills; demonstrating compassion and respect for all individuals
- Excellent networker
- Self-starter with strong initiative
- Proactive, flexible, and creative problem solver
- Well organized and pays attention to detail

Please submit resume, cover letter, statement of faith, and three references to:

searchcommittee.caps@gmail.com

Deadline for applicants: November 1, 2020