



Grace Center Executive

Laura Eastes Akers

Hiring: Grace Day Center Director

Grace Center Board of Directors

Jacob Tynes, President

Jonathan Clubb

Blaine Coffey

Meida Lockhart

Patrick Madden

Carolyn McElroy

Jesse Rigney

Carolyn Thomas

Frankie Williams

The Grace Center of Southern Oklahoma is a nonprofit organization committed to preventing homelessness while providing essential services to those who are experiencing homelessness in Ardmore. The Grace Day Center is a drop-in program meeting the immediate basic needs of the homeless through basic hygiene, connection to resources and referrals, and case management. The Grace Day Center team believes in the value of every person and it is with love and compassion that we advocate and support the overlooked in our community

Position Summary: The Grace Day Center Director is responsible for providing supervision and administrative support for action within the Day Center. This person ensures that the Day Center is meeting the needs of its clients and that the program is meeting administrator expectations. They supervise a work unit of two employees. Together with the two assistants, the Day Center Director provides direct program support to individuals experiencing homelessness and works collaboratively with other Grace Center programs and community partners to help ensure client success.

Supervisory Responsibilities: Yes



Essential Job Functions:

- Ensures a safe, secure and efficient facility
- Ensures safety of clients and staff in fire and other emergencies
- Ensures clients' compliance with agency policy and rules
- Encourages and empowers clients' to work to end their homelessness
- Develops and maintains one-on-one screening, referral, and case management (links clients with community resources and government services)
- Assist clients within limits in processing issues and problem-solving

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- Monitors the Grace Day Center, is visible and continuously interacts with clients
- Supervise program activities and other programming for clients
- Follow appropriate critical incident protocol and accompanying documentation
- Maintain resident sign-in/out log as well as all other records
- Collect data for the HMIS database, Charity Tracker, and Grace Center records as required
- Ensure clear and concise communication between Day Center staff and other Grace Center departments
- Respond to in-person and telephone inquiries from the public, and clients
- Receive, account for and secure all donations received during the shift, as well as provide donation receipts to donors upon request
- Must be able to perform daily cleaning assignments
- Follow Drug Free Workplace Policy procedures
- Perform other duties assigned

Job Type: Full-time

Pay: \$32,000 - \$36,000 annual depending on experience

Benefits:

- Dental insurance
- Health insurance
- Paid time off through Medical Leave Days and Vacation Days
- Vision insurance

Schedule:

- 8 hour shift

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- Day shift
- Some Weekends

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Minimum Requirements:

- Bachelor's degree in Human Services or related field
- 2 years of direct services in the nonprofit sector or social services
- Must have interest working with people from disadvantaged backgrounds, including those experiencing homelessness
- Strong skills in the application of supervisory techniques

Hours per week:

- 37 hours

Company's website:

- <https://www.ardmoregracecenter.com/>

Work Remotely:

- No

Work Setting:

The Day Center Director reports to the Grace Center's Executive Director.

How to apply:

Please send a resume and cover letter to Laura Akers at laura@ardmoregracecenter.com