



Title: **Program Manager Ozanam Inn Men’s Shelter**
FLSA Status: **Full-time, Exempt**

Reports to: **Director of Programs**
EEO Code: **2**

Overview:

St Vincent de Paul is one of the longest serving social charities in Louisville. We are located in the up-and-coming Shelby Park neighborhood. Through our homeless shelters, supportive housing programs, professional case management services, and retail thrift stores, we provide compassion and hope for people struggling to overcome barriers to self-sufficiency.

Position Summary:

The **Program Manager for Ozanam Inn Men’s Shelter** is responsible for developing program components, facilitating services, partnering with community resources and monitoring program performance to best address the needs of homeless individuals for St Vincent de Paul’s Men’s Shelter.

Essential Duties and Responsibilities:

- Manage daily operations of the SVDP Ozanam Inn to ensure optimized program service delivery
- Monitor expenditures of grant funds for program and client activities
- Collaborate with VA, Louisville Metro, Coalition for the Homeless and other community resources to develop metrics, programming, assistance, and possible funding for Ozanam Inn
- Supervise case management staff providing direct case management services to designated individuals
- Maintain and advance professional knowledge/skills to identify program enhancements in order to drive continuous improvement in program effectiveness as measured by client progress
- Develop dynamic programming for clients residing at Ozanam Inn
- Coordinate and accompany SVDP Ozanam Inn clients to life-enriching activities throughout the Louisville community
- Supervise and assist Ozanam Inn staff in addressing occupancy rate of each program
- Maintain effective communication with Director of Programs
- Demonstrate crisis intervention and solution-focused approaches to issues/concerns that may arise; ability to triage issues
- Supervise case management staff providing direct counseling services to designated families
- Utilize knowledge of individual client assets and deficits to set appropriate and realistic goals
- Coordinate educational and skill development opportunities/programs for each individual to maximize positive outcomes
- Provide general oversight of facility including coordination with maintenance department and reporting any emergency situations
- Conduct frequent inspections of the buildings and immediate grounds to ensure compliance with all health, safety, and fire standards
- Oversee general condition of buildings and equipment along with its upkeep and maintenance
- Maintain an adequate supply inventory and the approval of all necessary work orders
- Maintain accurate and thorough records and reports for the program, including client intake forms, case management, case files, monthly report, logbook, program fees and oversight of the HMIS program
- Monitor case activity and periodically review all cases to ensure that appropriate services are provided or created as needed and referral sources are fully developed
- Identify and build community partnerships to optimize effective and efficient delivery of services for each individual
- Identify, communicate and assist in the facilitation of volunteer opportunities
- Provide Programs Director with assistance in the development of programs, policies, reports and procedures related to the provision of services to the public



Perform other appropriate duties as assigned

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de PAUL
LOUISVILLE

Specific Knowledge, Skills, Abilities:

- Demonstrated leadership qualities and management skills
- Knowledge of the principles, philosophies, procedures, techniques and standards to optimize case management practice
- Analyze complex social problems and develop effective solutions
- Interpret and apply a variety of legal requirements and policy standards
- Select, supervise and evaluate the performance of others as required
- Organize and maintain cooperative relations with community groups and other public and private agencies
- Speak effectively and provide clear and concise written reports
- Excellent organizational skills including planning, budgeting and computer skills

Education, Qualifications, Certifications, Trainings, Licenses:

- Bachelor's degree in a relevant field from an accredited institution
- A combination of education, training and experience that results in demonstrated competency to perform the work may be substituted
- Knowledge and training in working with homeless, chemical dependency, mental illness and crisis intervention techniques
- Relevant work experience with individuals in a social work environment or related field
- Experience in managerial or project management role
- Commitment to the mission and goals of St Vincent de Paul
- Successfully pass any required pre-employment background and drug screening
- Valid Driver's License

Reporting to this position: 3 Case Managers, 1 Sr. Program Aide, 5 Program Aides

Benefits/Additional Information:

In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy paid holidays, paid leave, paid Life/Short/Long Term Insurance as well as access to SVDP's Section 125 Health and 401(k) Retirement Plans.

St Vincent de Paul will conduct a thorough background investigation as part of its application process. Investigations are not limited to, but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening and a comprehensive criminal background check.

To apply, interested applicants may apply online via www.louisvilleworks.com - or - in person - or - by mailing or emailing a cover letter and resume to:

St Vincent de Paul
HR Director
1015-C South Preston St
Louisville, KY 40203
Email: dflanigan@svdplou.org

Cover letters are appreciated.

St Vincent de Paul is an Equal Opportunity Employer and absolutely committed to diversity. (M/F/D/V)