



**Evergreen**  
Youth & Family Services  
*Strengthening Youth. Preserving Families.*

**POSITION TITLE:** Shelter Program Director  
**SUPERVISOR:** Executive Director  
**TYPE:** Exempt, Salaried

**SUMMARY:** Serve as member of the agency management team. Primary responsibility for overall administration of Evergreen Shelter Program. Direct and assist with the delivery of program services including supervision of staff, program development and management, counseling, advocacy, outreach, community education, public relations, data gathering and recording keeping, and compliance with local, state, and federal regulations. This position uses visual and auditory skills approximately 95% of the time.

**DUTIES:**

1. Assist Board of Director, Executive Director, and agency management team to understand the Shelter Program and make prudent management decisions for this program. Participate in agency board and committee meetings as needed.
2. Ensure quality services through daily management and supervision of Youth Counselors, Family Support Specialist, and the Rock Sober Coordinator to ensure quality delivery of services and compliance with public and private funding entities.
3. Provide orientation, training, team building, problem-solving, performance evaluations, strategic staff development planning, and assisting with hiring of new staff.
4. Provide coaching and/or case management services as needed including serving as backup for personnel leave and emergency situations.
5. Provide advocacy and support to victims of crime as needed.
6. Coordinate the maintenance of up-to-date program records including client files, program activities, program data gathering, and data systems required by funding sources.
7. Coordinate outreach to referral sources, community education, and outreach activities.
8. Oversee/coordinate Shelter purchasing and maintenance of Shelter physical plant. This includes coordination/implementation of capital repairs and equipment replacement as needed.
9. Assist in the development of and monitor annual Shelter program budget to ensure fiscally responsible execution.
10. Maintain and monitor compliance for required DHS residential program licenses and federal grant requirements.
11. Prepare and submit program and statistical reports as required by the agency and funding sources.

12. Takes the lead role in the writing of narrative and work plans for grants, contracts, reports, and other documents related to securing shelter program revenues.
13. Develop and maintain program evaluation systems, tools, and statistical reports.
14. Represent agency on local task forces and committees as requested by agency executive director.
15. Conduct activities related to compliance with federal and state laws connected with Health Information Portability and Accountability Act and the Data Privacy Act.
16. Serve as primary agency training contact for mandated reporting.
17. Work collaboratively with other agency programs, schools, law enforcement, probation, local community, tribal, county, state, regional, and national programs and organizations.
18. Other duties as assigned by the Executive Director.

**QUALIFICATIONS:**

1. Must have a four-year degree in a human service-related field.
2. Prefer person with previous program management experience.
3. Must have at least two years of counseling experience with at-risk youth from diverse backgrounds and their families.
4. Must have a good understanding of effective individual, group and family counseling techniques.
5. Must have good written and oral communication skills and good organizational skills.
6. Must be a self motivated and a good team builder.
7. Must have own vehicle with a valid driver's license and insurance.
8. Must be a positive role model to staff, youth, families and the community.
9. If chemically dependent, must be free of alcohol and other drugs for at least one year.
10. Must maintain confidentiality and abide by the Data Privacy Act.
11. Must work cooperatively with county and tribal social services, school districts and other community service providers.
12. Must have previous computer word processing experience.
13. Must not be disqualified pursuant to Minnesota's Applicant Background Study.

**Physical Demands Related to Maintenance Duties:**

While performing maintenance duties, the employee is required to talk and hear. The employee is often required to sit and use his or her hands and fingers, to handle or feel. The employee is also required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl in order to conduct building and apartment checks. Vision abilities required by this job include close vision. This employee must be able to lift up to 35 pounds.

**COMPENSATION:** \$62,186 - \$76,006 Evergreen also offers a competitive cash benefits package, generous vacation/holiday/sick time/401 (k) match, and flexible scheduling.

**TO APPLY:** Please visit [www.evergreenyfs.org](http://www.evergreenyfs.org) to apply online. To be considered for the position applicants must submit cover letter, resume, 3 professional references and application online, OR mail to: Evergreen YFS, ATTN: Human Resources Director, PO Box 662, Bemidji, MN 56619 OR email [hr@evergreenyfs.org](mailto:hr@evergreenyfs.org).

**DEADLINE:** To be considered for this position applications will be accepted from **March 6, 2023 – March 24, 2023 5:00 pm.**

EQUAL OPPORTUNITY EMPLOYER / ADA