



**Job Description**

<b>Job Title:</b>	Day Center Coordinator – Weekend (P/T)  2 positions	<b>Reports To:</b>	Executive Director
<b>Classification:</b>	Non-exempt (hourly) \$10.00/hr	<b>Hours:</b>	Shift 1: (10 hours) Saturday and Sunday (rotating) 7:00 am – 12 pm 12:00 pm – 5:00 pm

**Job Summary and Objectives:** Responsible for managing the operations of the day center on the weekend (answering weekend referral calls and facilities related issues).

**Duties and Responsibilities:**

**Referrals:**

- Provides general information regarding Family Promise of Northern Kentucky
- Completes Initial Referral form for Family Program Advocate/Case Manager

**Day Center Operations**

- Record all pertinent information and brief the Executive Director and Family Program Advocate/Case Manager through the log notes/email.
- Be responsible for the completion of the House Daily Check List to include housekeeping and maintenance. Conduct House checks of all common areas for order and cleanliness.
- Completion of weekend maintenance report during shift, record in Day Center Shelter Log
- Understand and be able to implement emergency procedures and have a continued awareness of situations that may have emergency potential.
- Maintain good relations with guest families.
- Maintain positive relationships with all Board members, committee members, volunteers, staff, medical personnel, and the community at large.

**Guest Relations**

- Communicate policies and procedures to guests and visitors in a manner that promotes caring and understanding.
- Maintain knowledge of guest families to provide assistance and support, while maintaining appropriate professional boundaries.
- Be responsive to and balance the needs of the day center and individual guests.
- Promote the concept of community to guests with consideration for multi-cultural needs.
- Serve as a resource person by providing information about appropriate services.
- Demonstrate good listening skills and interest in people and be available to guests, when necessary
- Promote home-like atmosphere for guests and visitors.



**\*\*\*Assists with and attends all agency fundraisers when available**

Other duties as assigned by supervisor

**Skills:**

Exhibit a deep commitment to the mission of Family Promise, have good organizational skills, possess a “can do” attitude and be sensitive and supportive of the needs of the guest families.

Experience in supervision and working closely with people is required.

Experience in managing a facility (household equipment, emergency systems, grounds maintenance equipment) is necessary.

**Minimum Qualifications**

- Work experience in human services or health sciences is preferred
- Associate’s or higher (preferred)
- Basic computer word processing skills
- Ability to lift 25 pounds.

**Physical Requirements:**

- Sitting, Walking, Standing, listening/speaking
- Ability to drive 15 passenger van
- Ability to lift up to 15 – 20lbs