

Night Manager: Home-Life Management Center

We are currently seeking an experienced full-time **Night Manager** at our Home Life Management Center to provide security, safety and protection measures for participants, staff, visitors and the facility in a 24 hour transitional housing program. The successful candidate will report directly to the Chief Housing Officer, working in conjunction with the case management care team in acclimating participants to the program and assessing their overall needs.

The essential duties and responsibilities include, but are not limited to:

- Provide support services for each family
 - Oversee facility maintenance and processes
 - Review program guidelines with participants
- Provide Effective Communication
 - Provide Case Managers with timely information
 - Write reports and document activity in security log
 - Reinforce program guidelines, curfews, and all safety and security procedures
- Monitor Safety and Security of Facility
 - Manage front desk activities
 - Inspect all participant personal items carried into facility
 - Provide overall facility security, handle emergencies according to procedure

Qualifications:

- Education: High School Graduate preferred.
- Experience: Two years of field related safety and security experience, with working in a residential setting, with adults/children.
- Skills: Ability to exercise proper judgement in emergency situations, maintain confidentiality, be reliable, work in a team environment, maintain positive attitude and professional demeanor. Bilingual (Spanish/English) a plus.
- Physical: Sitting, standing, walking, talking, hearing, reading, math, lifting 25 lbs.

YWCA Delaware is an equal opportunity employer. We are committed to inclusivity and encourage qualified candidates from all cultures and communities to apply.

Job Type: Full-time, non-exempt; Shifts: Monday – Friday, 8 hours: 12 midnight – 8:00am

We offer a comprehensive benefits package

Qualified candidates should send a cover letter and resume to resume@ywcade.org

No phone calls please

YWCA Delaware is a leading advocate for women by providing housing, violence prevention and sexual assault crisis services, financial empowerment, racial justice and youth programming. We empower women politically, financially and socially while fostering the confidence and can-do attitude needed to eliminate barriers and overcome life's obstacles. We are a statewide organization headquartered in Wilmington, Delaware. Annually we serve approximately 6,700 participants within our comprehensive programs. Our mission is to eliminate racism, empower women, stand up for social justice, help families and strengthen communities.

To learn more about YWCA Delaware please visit our website at www.ywcade.org/