

The Chattanooga Community Kitchen, an Equal Opportunity Employer, is currently seeking responsible individuals to serve as PRN/On-call contract supervisors at the Maclellan Shelter for Families (flexible schedule). This position is perfect for social workers and others (as a second job or moonlighting prospect) seeking the occasional opportunity to work with families experiencing homelessness. Competitive hourly contract pay offered.

Interested parties should send a cover letter and resume to [jobs@homelesschattanooga.org](mailto:jobs@homelesschattanooga.org), or mail your cover letter and resume to PRN Search, Chattanooga Community Kitchen – P.O. Box 11203, Chattanooga, TN 37401. No Phone Calls Please

### **Job Description**

Under the supervision of the Program Manager of the Maclellan Shelter for Families, the PRN/On-call Shelter Supervisor will be responsible for the daily operation and supervision of the 13 family shelter for men, women and children during assigned shifts.

Designed to be a short term emergency shelter, the Maclellan Shelter for Families serves as the first stop for families (with children) finding themselves in a sudden situation of homelessness. The shelter is not a destination, but instead serves as a starting point toward permanent housing and self-sufficiency.

The PRN/On-call Shelter Supervisor is an essential part of the shelter team and will ensure the safe and effective daily/nightly operation of the shelter while assisting families with immediate needs, including performing intakes with prospective participants. Weekday Supervisors work in three shifts, with first shift being 9:30AM—6:30PM (Monday-Friday), second shift being 4:30PM—12:30AM (Monday-Friday), and third shift being 12AM—10AM (Tuesday-Friday.) In addition, there are shifts on the weekends from 12AM—12PM (Saturdays, Sundays and Mondays) and 12PM—12AM (Saturdays and Sundays.) The PRN/On-call Shelter Supervisor may work in any of the above shifts or in combinations of the above when staff Shelter Supervisors are unavailable.

### **Supervision duties include:**

- supervision of shelter operations to ensure the following of all safety and operational protocols as established by the Shelter Director
- intake, assessment and placement of families arriving at the shelter in need of service
- management of volunteers during shift
- coordination and management of activities and classes during shift
- ensuring uninterrupted shelter operation and oversight during shift and until relieved by the following Supervisor
- participation in ongoing training and shelter staff meetings
- assistance with shelter cleaning and with laundry as needed (to include linens, towels, basic clean-up and other light housekeeping responsibilities)
- providing referrals to other programs (internal and external) to meet participant needs
- other duties as assigned