

Catholic Charities of the Diocese of La Crosse

POSITION TITLE: Wausau Warming Center Assistant Coordinator

SUPERVISOR: Wausau Warming Center Coordinator

POSITION SUMMARY: Through the direction of the Wausau Warming Center Coordinator, The Wausau Warming Center Assistant Coordinator provides local leadership in accordance with the Warming Center mission and in accordance with the mission of Catholic Charities. The Warming Center Assistant Coordinator is responsible “to provide a safe, clean place for single men or women, regardless of what their ambitions or hopes are, to sleep overnight; shower, clean their clothing, and have breakfast while ensuring our guest’s personal dignity, respect, and safety.” The Assistant Coordinator will work collaboratively to link guests to other appropriate services within the Wausau Community and Catholic Charities. The Assistant Coordinator will provide supervision to other Warming Center employees and volunteers and provide them with support and consultation. The Assistant Coordinator will be a link to other agencies, organizations, and the general community.

POSITION SPECIFICATIONS:

Skills/Qualification Requirements:

1. Education: Bachelors Degree in a Human Services field preferred.
2. Possess specific training/experience working with homeless or marginalized populations.
3. Exhibits leadership qualities.
4. Displays compassion and respect to others.
5. Knowledge and commitment to the mission of Catholic Charities.

Position Requirements:

1. Ability to lead; be recognized as a leader; able to exercise fair and good judgment.
2. Of good moral character; possess excellent decision making skills.
3. Excellent communication skills; be a good listener.
4. Ability to multi-task; be innovative; able to respond to urgent and/or unexpected needs.
5. Be willing to be flexible with schedule and work additional hours as needed.
6. Ability to work with volunteers; be willing to go out into the community to do volunteer recruitment and assist with fund raising.
7. Commitment to the mission of Catholic Charities.

Responsibilities:

1. Assists the Coordinator with the general operations of the Warming Center.
2. Assures the staff and volunteers display personal dignity and respect to all guests.
3. Assists with the supervision of the Warming Center staff.
 - Is responsible for scheduling to assure open hours are covered.
 - Provides staff training.
4. Supervises the Warming Center volunteers.
 - Assures volunteers are scheduled for all open hours.
 - Provides volunteer training.
 - Recruits volunteers.
5. Develops community relationships.
 - Visits other organizations, agencies, events (e.g. service clubs and schools).
 - Develops and makes presentation on services and activities of the Warming Center.
 - Becomes a local “face” of the Warming Center.

6. Maintains appropriate record keeping, data, reporting, and COA accreditation compliance needs in accordance with policies established by Catholic Charities.
7. Consults with service providers within Catholic Charities and the community to best serve guests' needs.
8. Collaborates with other Catholic Charities co-workers in other programs and offices; and in particular, develops a cohesive relationship with the Wausau Office Liaison and other Catholic Charities staff in Wausau.
9. Maintains client confidentiality in accordance with reasonable standards.
10. Follows policies and procedures of Catholic Charities of the Diocese of La Crosse.
11. Other duties that may be assigned.

Other Considerations:

Some travel may be required in outlying counties, to attend community meetings, presentations, staff development and administrative requirements of Catholic Charities.

Supervision:

The Warming Center Assistant Coordinator's supervision and reporting function is to the Wausau Warming Center Coordinator of Catholic Charities of the Diocese of La Crosse.

(Effective date: Sept. 2020)