

Job Description								
MWMW Position Title (type in CAPS): WALK-IN CENTER DIRECTOR – Meyer Center/My Brother's Keeper								
Staff Group:	□ Executive Staff ■ Program Director □ Retail Manager	□ Program □ Program □ Retail St		Operations/General Staff Administrative Staff				
Immediate Sup	Immediate Supervisor: Director of Meyer Center & Social Services							
Tasks also assigned by: Associate Executive Director of Programs								
Immediate Sub	oordinates: Cook (p/t); Fro	ont desk monito	rs (p/t); interns; v	volunteers.				
Status: DExe	mpt Non-exempt		Position Origin	nally Created: 1-12-21				
			Date Last Revi	ised: November 2024				
supervisor. Work week is typically day-time Mon-Fri. There may be occasional Saturday mornings due to subordinate absence. During extreme cold weather times there may be alternative work schedule requested and/or required.								
General Summary: The Meyer Center for Urban Ministries is a multi-service facility, primarily serving people who are experiencing homelessness. The Walk-in Center welcomes My Brother's Keeper shelter participants and also people from the public who are inquiring about resources available through the Meyer Center or other places in Waco. The Walk-In Center provides access to services such as showers, restrooms, mail, phone messages, shelter sign-up, as well as signing up for Case Management and Mpowerment.								
	Critical	Functions a	nd Responsi	bilities				
 ADMINISTRATION: a. Primary person responsible for the shelter resident mail system, including retrieving from main office in a timely manner; sorting/filing/securing mail at Meyer Center; supervising the process for distribution; gleaning out of date mail (once a month) to be returned to sender. b. Have access to eSpace so that reports can be made if maintenance needs to address any potential repairs at the MC or MBK. c. Have oversight access to Cervis and volunteers needed for MC front desk. d. Act as a liaison for Mosaic Church or other outside tenants using the facility, for any inquiries or questions they may have as they rent our chapel and various office spaces. e. Prepare budgets for any areas of supervision, as well as reviewing all Meyer Center and MBK budgets during the annual budget process. f. Coordinate shopping tasks for Meyer Center, kitchen, and My Brother's Keeper. 								
 g.Prepare check requests in a timely manner. 2. RECORD KEEPING: a. Track shelter fee payments from participants who receive income; at least once a week, send an update email to case management staff of which participants owe what amounts. b. Oversee data entry process of all documents being entered into HMIS, from MC and MBK, daily sheets from MC, ROI's from MC and Applications from MBK. Some data entry tasks are part of this position's duties as well. 								

C. Act as an Access Point for Heart to Home/Coordinated Entry. This entails conducting assessments with individuals from the shelter or from the public. This also entails attending, via Zoom, multiple meetings every month. d. Monthly reports to supervisor and appropriate executive staff. Social Services report, ESFG report, CDBG report. e. Daily report (every afternoon) indicating which participants the case managers need to see the following day for case management. I. Track the number of days an individual has stayed in the shelter. This information goes in the Meyer Center database. J. Update and maintain documents used for data tracking purposes for Meyer Center and My Brother's Keeper. SUPERVISORY: Supervise cook for Meyer Center kitchen, where breakfast is prepared and served for residents of My Brother's Keeper shelter Mon-Thurs and Saturday. Ensure that the kitchen meets or exceeds all health department standards, and that food preparation budget is maintained. b. Supervise cook for Meyer Center kitchen, where breakfast is prepared and served for residents of My Brother's Keeper shelter Mon-Thurs and Saturday. Ensure that the kitchen meets or exceeds all health department standards, and that food preparation budget is maintained. b. Supervise taff who are primarily assigned to front desk of Meyer Center Walk-In Center, and coordinate with any staff who are primarily assigned to front desk of Meyer Center Walk-In Center, and coordinate with any staff who are primarily assigned to front desk of Meyer Center and Social. BENEVOLENCE: Meet with participants and people from the public to hear requests. Make decisions, eased on criteria, on who receives benevolence and the amount. Follow up a necessary with phone calls, emails and paperwork. Any amount over \$500 must core through the Director of Meyer Center and Social Services and approved by the Associate Executive Director meetings, team meetings, and training as scheduled. Participate in Giant Worldwide leadersh						
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The functions and responsibilities contained in this Position Description are not all inclusive. Other duties and requirements for Meyer Center or My Brother's Keeper may be assigned at any time.

2.	Represents Mission Waco's values with all program participants.					
Behavioral, emotional, mental requirements:		Behavioral, emotional, mental preferences:				
1.	Must be a wise and mature individual.	1.				
2.	Must be a strategic thinker.					
3.	Must have solid financial and organizational acumen.					
4.	Exhibit effective stress management and maintain					
	a clear rational mindset in a fast-paced, high-stress					
	environment.					
Sp	ecial training, certification or licensing required*:					
1.	1. HMIS Training (can be provided as needed)					
2.	(
3.						
4. *Food Services Manager (or willing to obtain certification)						
*MWMW can pay for certification fees if needed.						
Other requirements:						
	Mature Christ-follower.					
	Able to keep flexible hours.					
Some lifting (50lbs).						
Abi	Ability to serve in a fast-paced, high-pressure environment.					