



JOB DESCRIPTION

Job Title: Swing Shift Supervisor

Reports To: Program Coordinator

Status: Non-Exempt, Union

PRIMARY RESPONSIBILITY:

The Shift Supervisor is responsible for the oversight of daily operations of the program, under the direction of the Program Coordinator.

ESSENTIAL JOB DUTIES:

- Ensure, with line staff, provision of all program services.
- Train and supervise front line staff, under the direction of the Program Coordinator.
- Ensure proper documentation and staff coverage.
- Responsible for clean up and maintenance of the facility.
- Adhere to established policies and procedures.
- Training and meeting attendance.
- Other duties as assigned.

QUALIFICATIONS:

- High school diploma or G.E.D.
- Supervisory experience and the ability to work independently and cooperatively.
- Thorough knowledge of homeless, mental health, substance abuse, HIV and cultural diversity issues.
- CPR and first aid certification within 90 days of hire.

SALARY & HOURS:

- Competitive benefits package including medical, dental, paid holidays, 3 floating holidays, vacation days, sick leave, EAP, voluntary 403(b) account and pre-tax commuter check program.
- Hours: Full-time; 40 hours per week; Monday--Friday, 4:00pm to 12:00am
- \$15.03 per hour introductory - \$15.12 post-introductory.
- The position is located in San Francisco, California.

TO APPLY:

Email your cover letter and resume to: jobs@catsinc.org with the position title in the subject line.
EMAIL IS PREFERRED.

Then, visit our website www.catsinc.org/careers to fill out our online job application and mandatory forms and email to the email address above.

Alternately, you may fax your materials to (415) 241-1176 or mail your materials to:

Attn: Human Resources
Community Awareness & Treatment Services
1171 Mission Street
San Francisco, CA 94103

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