Good Samaritan Haven

https://www.goodsamaritanhaven.org/job/chief-operating-officer/

Chief Operating Officer

Description
Job Purpose:

The Chief Operating Officer plays a leadership role with the Executive Director in guiding and operating the Good Samaritan Haven. The main focus of this position is to oversee all internal operations. Job duties include supervising program managers, overseeing Human Resources, program and budget planning, and, in general, ensuring a healthy and satisfying internal work culture and high client satisfaction.

Duties and Responsibilities

Build and support a team and program culture that provides high-quality services to people experiencing homelessness in Central Vermont.

Hire, train, supervise and coach Good Samaritan Haven's housing and program Managers.

Ensure employee hiring, orientation, training, and all staff management practices and policies reflect Good Samaritan Haven's values and strategic priorities.

Support a learning environment that encourages professional growth and effective individual and team performance.

Ensure compliance with Human Resource laws and regulations.

Maintain human resource records;

Develop and maintain scheduling systems that allow staff to take time off when needed;

Ensure appropriate cross-training to meet the needs of several program sites;

Ensure integrated communication systems and teamwork at each program site and collectively;

In partnership with the Executive Director, ensure financial health by tracking program and financial outcomes, providing leadership in budgeting and planning, and participating in grant writing and reporting as needed;

Ensure GSH' internal systems function efficiently and effectively;

Become familiar with GSH' external partners and participate in community partnerships as needed.

Skills and abilities needed:

Strong people skills

Strong supervisory experience

Knowledge of HR systems and databases

Leadership skills

Excellent active listening, negotiation and presentation skills

Track record of building strong, high-morale staff teams

In-depth knowledge of labor law and best HR practices

Budget, finance, and planning experience

Interest in and experience in community partnerships

Familiar with best practices in serving people experiencing homelessness

Position Details:

This is a full-time position. A new office location will be established in December 2021. Prior to then, a mix of office and remote work will be required. Salary range $55,000 – $60,000. Health care and other benefits are provided.

Good Samaritan Haven is committed to equity, diversity, and inclusion in the workplace. We seek to strengthen our organization by encouraging candidates from various backgrounds and experiences.

To apply: Email cover letter and resume to rdeangelis@goodsamaritanhaven.org.