

## **SUSSEX SERVICES MANAGER**

The Diocese of Wilmington Catholic Charities is seeking an individual to provide overall management for human services in Sussex County including Casa San Francisco, a 10 bed facility that provides an adult homeless shelter, an emergency food pantry, a brown bag food cooperative and emergency financial assistance located in Milton, Delaware and Catholic Charities Georgetown office in Delaware. The primary focus is managing the staff, volunteers and clients at the 24-hour adult shelter. Develop and monitor annual program plan and budget. Manage fund raising, recruit, train and develop staff and volunteers, maintain program, client and staff records, and ensure contractual obligations are met. Masters in Sociology, Psychology or Human Services preferred or BS in related field required. Three to five years of direct supervisory experience in human services management and shelter/residential experience essential. Ability to supervise; work with low income, diverse clients, knowledge of community resources and strong personal standards required. Work schedule is 37.5 hours per week. Flexible hours required with supervision of overnight and weekend staff. Valid driver's license with an insurable driving record a must. EOE. Send resume and letter of interest to Director of Human Resources, P. O. Box 2030, Wilmington, DE 19899-2030, Fax (302) 573-6944, E-mail at [djones@ccwilm.org](mailto:djones@ccwilm.org) or download an application at [www.cdow.org](http://www.cdow.org) click Employment – Diocesan Offices/Services.