EMPLOYMENT OPPORTUNITY
Sarah Powell Huntington House Residential Services

For over 170 years, the Women’s Prison Association (WPA) has worked to create opportunities for change in the lives of current and formerly incarcerated women and their families. WPA provides programs through which women acquire life skills needed to end their involvement in the criminal justice system and to make positive, healthy choices for themselves and their families.

We are currently recruiting for an Operations Manager to work in our Residential Services Unit at Sarah Powell Huntington House. The Operations Manager works in close partnership with the Program Director and provides operations, facilities and program services support to the women and children residing at Huntington House, a 28-unit DHS-funded transitional housing facility located in the East Village, Manhattan. The Operations Manager supervises the 24-hour staff responsible for the safety and security of the facility, and collaborates with the Program Director and WPA’s Facilities Maintenance Manager to ensure the operational success of the program.

Responsibilities include, but are not limited to:

- Provide supervision and coaching to resident monitors.
- Coordinate schedule of 24-hour resident monitor coverage and serve as point person for any schedule changes.
- Manage inventory of client, facility, program, and office supplies.
- Manage petty cash disbursements in accordance with WPA’s policies and procedures.
- Coordinate and schedule required trainings for resident monitors.
- Provide facility orientation to new residents; conduct individual sessions with residents relating to women’s health and hygiene practices.
- Supported by the Facilities Maintenance Manager, serve as the residence’s primary liaison with vendors, maintain service vendor logs, and coordinate preparation for site inspections by DHS, OTDA and FDNY.
- Assist in maintaining compliance with safety regulations and program expectations.
- Prepare and analyze monthly records of all maintenance related data and makes recommendations for systems improvement.
- Prepare maintenance reports in accordance with city and state guidelines.
- Perform any other department or agency related duties or special projects as directed by supervisor.

Qualifications:

- BA/BSW strongly preferred
- Previous supervisory experience
- Ability to remain calm under pressure and maintain professional boundaries
- Pleasant and clear communication skills
- Ability to pass CPR, first aid, and fire safety training
- Strong organizational skills
- Microsoft Office proficient; computer literacy
- Experience working in a 24-hour residential setting preferred
- Bilingual Spanish/English a plus but not required

If you are interested in applying for this position, please email your resume, cover letter, and salary requirements to jobs@wpaonline.org. You **must** include "SPHH Operations Manager" in the subject line of your email.

EOE