

YWAM Nehemiah House - Center Manager, Cagayan de Oro

The YWAM Nehemiah House, Inc. provides a Christ-centered home for female victims of sexual abuse, maltreatment, child prostitution and abandonment, between the ages of 7 - 18-years-old. Currently, there are three centers: Cagayan de Oro, Malaybalay, and Gingoog City.

The Center Manager plays a vital role in the operation of the centers and is especially important in the management of programs and services.

Responsibilities include:

- the implementation and operation of all programs and services of the center and
- providing feedback to the President on problems encountered during the implementation of programs and services and possible solutions
- managing clients at their center
- working with the Kitchen Manager to approve the weekly menu
- accurately keeping inventory of all stock at center, including kitchen supplies, school supplies and educational needs
- working with Admin Office and Financial Administrator
- assisting the Social Worker in identifying the best environment for clients
- ensuring and communicating any court or client mail delivered for or on behalf of a client to the Social Worker
- attending Center Manager meetings
- managing minor incidents and ensuring harmony among staff and clients, and between centers
- managing staff and volunteer (when necessary) schedules
- facilitating staff meetings, including bible studies on a weekly basis
- operating the center within its budget

Being a graduate of Youth With A Mission's (YWAM) Discipleship Training School (DTS) is an asset but not a requirement.

Resumes can be sent to:

ywamnh123@gmail.com

Or

Youth With A Mission Nehemiah House, Inc
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9000, Cagayan de Oro City
Philippines.