



**Job Title: Pu'uhonua o Nene - Site Staff**

**Reports to:** Senior Director, Director, Site Manager

**Education:** High school diploma or equivalent required; degree in social work or related field preferred

**Salary:** \$60,000/annual based upon candidate experience and qualifications

**Position:** Full-Time, Temporary (6 months or more contracted) This is an independent contractor position.

**Schedule:** Weekdays, Evenings, Overnight, Weekends, Holidays

**Location:** State of Hawaii, Maui-Based 24/7

**About HomeAid Hawaii:**

We are a growing nonprofit developer and operator focused exclusively on building housing solutions for the homeless, and people experiencing housing instability. Our value engineering through deeply discounted supplies and materials, and pro bono labor makes us a leader in developing deeply affordable housing solutions for the lowest AMI levels.

Currently, we are the lead developer for the State of Hawaii's Kauhale Initiative and Maui Wildfire Housing response. Our approach to development is rooted in balancing construction with community relations through outreach and community engagement. Our approach to operations is to bring balance between both traditional property management coupled with health and human services.

Our mission is to help people experiencing homelessness, or those who are at risk, build new lives through construction, community engagement, and education.

Our vision is that every resident has a safe and dignified home to grow and thrive in Hawaii.

HomeAid Hawaii is approaching the 10<sup>th</sup> anniversary of our launch as the 19<sup>th</sup> local affiliate of HomeAid America. While we are an established non-profit organization, we are still small and run very much like a start-up organization. We collaborate, innovate, and embrace rapid growth. We like to say we are "building the plane as we fly it."

**Job Description:**

HomeAid Hawaii's Kauhale Management Services program is seeking a site manager to focus on land asset and property management functions of operating the State of Hawaii's field shelter in Kahului, Maui. The site is currently set for decommissioning no later than December 2026. HomeAid



Hawaii will ensure residents are safe, stable, and working toward achieving improved health and well-being through an array of services provided by partner organizations who oversee and provide specialized services to residents.

We are seeking a compassionate and dedicated individual to join our operations team. The team is responsible for the daily 24/7 operations and maintenance of the site and surrounding community areas, ensuring a safe, clean, and supportive environment for all employees, contractors, service partners, and residents. This role involves direct interaction with residents and collaboration with other staff members to provide comprehensive support. Prior experience working with disadvantaged populations is strongly preferred.



## **Duties & Responsibilities:**

- Maintain client records and ensure confidentiality.
- Ensure the safety and cleanliness of the shelter facility, including shared areas and communal facilities.
- Assist in preparing meals or coordinating food services.
- Collaborate with volunteers to coordinate activities and events.
- Work with local community resources and social service agencies to provide information and resources to residents.
- Maintain a respectful, empathetic, and non-judgmental approach towards all clients.
- Assist in daily operations of the site, including cleaning and maintaining supplies.
- Provide crisis interventions and connect residents to emotional support resources.
- Ensure the safety and security of all residents by following standard operating procedures.
- Address conflicts or disturbances within the shelter.
- Participate in staff meetings and professional development opportunities.
- Report on any maintenance issues to the Manager.
- Ensure residents and staff adhere to shelter rules and regulations.
- Maintain accurate records of policy violations, incidents, or concerns.
- Monitor and manage inventory of essential supplies.
- Conduct periodic checks of the premises to ensure safety.
- Respond to security incidents or emergencies following established protocols.
- Secure all entrances and exits and perform facility checks.
- Assist in monitoring and controlling expenditures.

## **Qualifications:**



- Prior experience in a similar role preferred.
- Strong interpersonal and communication skills.
- Ability to manage stressful situations with sensitivity and professionalism.
- Basic knowledge of social services and resources.
- High school diploma or equivalent required.
- Active State of Hawaii driver's license with clean driving abstract.
- Strong organizational skills with attention to detail.
- Ability to work independently and collaboratively in a team environment.
- Commitment to HomeAid Hawaii's mission and values.

### **Physical Requirements:**

- Ability to sit at a desk and use a computer for extended periods.
- Ability to work in the field, including standing, walking, bending, reaching, and lifting of items up to 25 lbs.
- Ability to operate general office equipment such as computers, printers, photocopiers, scanners, phone systems, postage meters, etc.
- Hand-eye coordination and manual dexterity to use office equipment and handle paperwork.
- Visual acuity to read printed and electronic documents and computer screens.
- Ability to communicate verbally and in writing.
- Hearing and speaking abilities for in-person, phone, and video conversations.