Shelter Coordinator

GENERAL DESCRIPTION AND PURPOSE:

The overall responsibility of the Shelter Coordinator is to oversee the day-to-day operations of the Family Abuse Center emergency shelter. Key responsibilities include supervising resident advocates, shelter manager, and case managers; overseeing shelter operations; managing shelter budget; compiling shelter data/statistics/reporting; program development, management, and evaluation; providing case management services to clients; and providing counseling and supervisory services including diagnosing, assessing, and treating mental illness as appropriate in the agency context. As needed this position will answer crisis calls, supervise interns, supervise shelter case managers and resident assistants, and complete other tasks as assigned by supervisor. Must be able to respond to emergencies in the shelter at all hours of the day and provide on-call services.

MINIMUM QUALIFICATIONS:

Education:

- Bachelor’s Degree in human services field, or equivalent combination of skills and experience
- Master’s Degree in human services field preferred

Experience:

- 2-4 years experience in the field of Domestic and/or Sexual Violence preferred
- Experience in non-profit work and/or supervision
- Experience with domestic and/or sexual violence case management

Skills/Abilities:

- Strong oral and written communication skills
- Experience and ease working with diverse populations
- Demonstrates ability to effectively lead a team
- Ability to handle crisis situations with sensitivity and assertiveness
- Strong organizational skills
- Demonstrates effectiveness in working as both a leader and member of a team as well as the ability to work independently and to take initiative
- Flexibility and ability to prioritize job responsibilities
- Ability to maintain personal balance while accomplishing multiple tasks that require a variety of skills
- Ability to provide and receive peer supervision

LICENSES/CREDENTIALS:

- None required

SUPERVISED BY:

- Executive Director

Send cover letter and resume to Kathy Reid at Kathy.Reid@familyabusecenter.org.