



Residential Shelter Weekend Manager/Relief

Safe Shelter of St Vrain Valley is seeking Weekend Manager/Relief Staff to join our Residential Shelter team. We are seeking individuals who are passionate about the prevention of interpersonal and family violence, victim advocacy, and have a strong desire to positively impact the lives of others.

These individuals will be responsible for provision of direct client services, handling routine house operations, and shelter program administration and support as stated in this job description.

We provide opportunities for ongoing professional development and training, growth opportunities within the organization, and the opportunity to improve our community and the lives of individuals affected by domestic violence.

Key Responsibilities:

- Provide direct client services by:
 - Responding to crisis calls from individuals who are experiencing domestic violence.
 - When appropriate, admitting adults and their children to shelter, doing intake paperwork, providing a tour of the shelter, and assigning rooms according to house and client needs.
 - Assisting new clients in safety planning, needs assessment, working with clients to formulate a plan of action, making referrals to community resources when appropriate.
 - Maintaining complete and accurate client files, documenting all client services provided, completing reports and maintaining statistical data.
 - Facilitating a Sunday night House Meeting.
 - Performing exit interviews as clients leave shelter.

- Implement shelter program by:
 - Problem solving with supervisor when necessary to discuss problems, concerns, individual clients, etc.
 - Providing written and verbal updates to staff on house status at end of shift
 - Overseeing weekend/overnight operations by maintaining effective management controls such as: securing building (locking doors, setting alarms, closing windows, etc.) and disarming the alarm system in the mornings; overseeing that the shelter property is kept clean and safe.
 - Being available to residents for questions and basic support at all times.
 - Participate in team meetings when scheduled.
 - Supervise volunteers.
 - Other duties as assigned.

Qualifications – General:

- Knowledge and understanding of the physical, psychological, and sociological issues involved in family violence.
- Experience in crisis intervention.
- Communicate effectively in speech and writing; be computer literate and familiar with Windows and Microsoft programs.
- Ability to regularly use discretion, follow confidentiality practices, and exercise independent judgment.
- General knowledge of community resources.
- Possess a valid driver's license and phone.
- Able to climb stairs.
- Able to lift 40 pounds.
- Fluency in Spanish a plus

Qualifications – Educational:

Bachelor's Degree in human services related field, plus two years work experience in human services delivery programs, or equivalent combination of education and work/life experiences.

Position Status:

This position functions as part of a team and is accountable to, and under the direct supervision of the Shelter Manager. Weekend shift hours are one weekend per month, Friday from 4:30pm to Monday 8:30am with an hour break on Saturday and Sunday; approximately 64 hours. Weekday Relief/Overnight hours are from 4:30pm to 8:30am. Hours may vary depending on the needs of the agency. There is a staff bedroom for weekend and overnight use. This is a non-exempt, hourly position. Starting pay is \$12.50/hr.

Send cover letter and resume to: jane@safeshelterofstvrain.org

We Are An Equal Opportunity Employer: It is the policy of Safe Shelter of St Vrain Valley to provide equal opportunity for all qualified persons and we will recruit, hire, train and promote into all job levels the most qualified individuals without regard to race, color, creed, religion, sex, national origin, ancestry, marital status, status with regard to public assistance, disability, age, sexual orientation, or other protected status under any federal, state, or local law.