



## **Emergency Shelter Night Manager**

Safe Shelter of St. Vrain Valley provides comprehensive domestic violence services, and is regarded by the community as a professional, stable, mission-driven organization governed by a dedicated volunteer Board of Directors and staffed by experienced professionals. We provide opportunities for ongoing professional development and training and offer the opportunity to improve our community and the lives of individuals affected by domestic violence.

Safe Shelter is seeking an Emergency Shelter Night Manager. We are seeking an individual who is passionate about the prevention of interpersonal and family violence, victim advocacy, and positive impact on the lives of others.

This individual is responsible for provision of crisis intervention, client support, and domestic violence education for adults in the Emergency Shelter facility; as well as minor facility upkeep and security.

### **Key Responsibilities:**

- Responding to crisis line calls from individuals who are experiencing domestic violence; making referrals when appropriate.
- Admitting adults and their children in to shelter.
- Assisting clients with safety planning; assessing client needs, and working with clients to formulate a plan of action.
- Facilitating a weekly adult support group focused on domestic violence.
- Adhering to the protocol of confidentiality, safety and security at all times.
- Being available at all hours to clients and crisis line callers for questions and basic support and referrals.
- Participating in team meetings and, when necessary, agency staff meetings.
- Maintaining complete and accurate client files, documenting all client services.
- Supervising volunteers.
- Other duties as assigned.

### **Managing routine house operations**

- Overseeing overnight operations by maintaining effective management controls - locking doors and windows, setting and disarming alarm; making sure all clients are accounted for at end of evening.
- Assuring that the facility is kept clean and in a safe condition.
- Stocking household items regularly.
- Cleaning rooms when clients leave shelter during shift.

**General Qualifications:**

- 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 and independent judgment.
- General knowledge of community resources.
- Possess a valid driver's license, vehicle and phone.
- Fluency in Spanish a plus

**Physical Qualifications:**

This position can be physically demanding, including sitting, walking, bending, reaching, lifting up to 30 lbs and climbing stairs. The work environment includes fast paced crisis intervention, phone calls, light home maintenance.

**Educational Qualifications:**

Bachelor's degree in a social service or related field plus a minimum of two year's work experience in human service delivery programs, or any equivalent combination of education and experience.

**Position Status:** This position is 3/4-time at \$30,000 annually and includes generous benefits and paid time off (PTO).

**Hours:** 32 hours per week; shifts are normally two 16-hour shifts/week. Shift hours are 4:30pm to 8:30am Monday night through Tuesday morning and Wednesday night through Thursday morning. There is a staff bedroom for sleeping.

Please email cover letter and resume to: [jane@safeshelterofstvrain.org](mailto: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.*