

## Position Opening – Shelter Staff Coordinator

**Full time, exempt**

**Pay: \$40,000/year + benefits\***

Are you the person to lead our team of Shelter Advocates? In addition to providing direct services to our clients, our Shelter Staff Coordinator is responsible for providing supervision, support, leadership and guidance to our shelter staff and volunteers. You will work closely with our Shelter Program Manager to develop and provide training to shelter staff as we continue to improve the ways in which we can best serve our clients. If you can problem solve and remain calm in a crisis and are a positive, energetic and effective leader, we want to hear from you.

### About DAIS:

Domestic Abuse Intervention Services (DAIS) empowers those affected by domestic violence and advocates for social change through support, education, and outreach. DAIS envisions a nonviolent community that actively promotes safety, peace, justice, and hope.

### Primary Duties:

- Provide supervision for shelter staff while fostering a productive work environment and positive community housing atmosphere
- Coordinate and determine staffing needs of our emergency domestic violence shelter
- Assist in hiring, onboarding and on-going training of shelter staff
- Provide residents with support and resources in a trauma-informed manner
- Provide crisis management, consultation and direction in response to client needs
- Assist Shelter Program Manager in administrative needs

### Qualifications:

There's no such thing as a perfect candidate. *You don't need 100% of the preferred qualifications to add incredible value to our team.* Our clients come from all different backgrounds, and so do our employees. If you're passionate about what you could accomplish here, and you meet the minimum requirements of the position, we'd love to hear from you. Persons of color and LGBTQIA+ individuals are encouraged to apply, as the strength of our team stems from our diversity. DAIS is an equal opportunity/affirmative action employer.

#### Required:

- Minimum of 3 years of experience supervising a team of at least 15 employees or volunteers
- Experience working in a residential setting with individuals in crisis
- Experience with both child and adult trauma survivors
- Excellent, organizational, written, and verbal communication, and computer skills (including Microsoft Office) skills
- Excellent problem solving, judgement, and time management skills
- Ability to maintain highly confidential information

#### Preferred:

- A Bachelor's degree is preferred though relevant work experience may be considered in lieu of a degree
- Experience providing supervision to direct service human services staff preferred
- Knowledge of domestic violence issues preferred
- Bilingual preferred

### How to apply:

- **Submit the following 3 things:**
  - ✓ Cover letter – tell us a little about yourself
  - ✓ Resume – tell us what you've done in the past
  - ✓ DAIS Application for Employment – found on our website <https://abuseintervention.org/jobs/>
- Incomplete applications will NOT be considered.
- Applications will be accepted until the position is filled.
- Complete applications may be submitted:
  - Via email as an attachment to: [daisemployment@abuseintervention.org](mailto:daisemployment@abuseintervention.org)
  - Via our website: <https://abuseintervention.org/jobs/>
  - Via fax or US Mail (address & fax number available on website)

### \*Benefit package includes:

- Generous PTO accrual  
(20 hours/month, increases after year two)
- 10 paid holidays/year
- DAIS pays 80% of health & dental insurance premiums
- Vision insurance
- Flexible Spending Account
- Life & Accidental Death Insurance
- Short-term & Long-term Disability plans
- Employee Assistance Program  
(provides free legal, financial & work-life services)
- 401(k) plan
- Investments in Professional Development & Training