

Position Opening – Shelter Coordinator

Full time, exempt

Pay: \$56,000 to \$58,000/year based on experience

Generous benefit package including:

- 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 paid by DAIS
- Short-term & Long-term Disability plans paid by DAIS
- Employee Assistance Program
(provides free legal, financial & work-life services)
- 401(k) plan with employer match
- Investments in Professional Development & Training

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.

About the job:

The Shelter Coordinator is responsible for ensuring that our day-to-day residential shelter operations run smoothly and that our residents have a safe, dignified and empowered experience during their stays. The Shelter Coordinator ensures shift coverage needs are met, hires staff and provides extensive and consistent onboarding, orientation, training, staff supervision and support. The Shelter Coordinator must remain actively and professionally engaged with staff and volunteers to ensure success, must maintain a physical presence in our shelter while working, and must perform direct service work with clients as needed. In addition, this position participates in an on-call rotation to support staff. If you can problem solve and remain calm in a crisis and are a positive, organized, energetic and effective leader, we want to hear from you.

Qualifications:

- A bachelor's degree is preferred though relevant work experience may be considered in lieu of a degree.
- Minimum of three years of experience supervising a team of at least fifteen employees or volunteers required.
- Experience working in a residential setting with individuals in crisis required.
- Experience providing supervision to direct service human services staff preferred.
- Experience with both child and adult trauma survivors is required, knowledge of domestic violence issues preferred.
- Excellent, organizational, written, and verbal communication, and computer skills (including Microsoft Office) skills required.
- Excellent problem solving, judgement, and time management skills required.
- Ability to maintain highly confidential information.
- Bilingual preferred

Primary Duties:

- Provide supervision for shelter staff while fostering a productive work environment and positive community housing atmosphere
- Coordinate and determine staffing needs for our emergency domestic violence shelter; prepare staff schedules
- Participate in hiring of staff and ensure effective onboarding and on-going training of shelter staff; communicate performance expectations and ensure accountability
- Provide residents with support and resources in a trauma-informed manner
- Provide crisis management, consultation and direction in response to client needs
- Oversee Shelter inventory ensuring adequate supplies, including food and other daily living supplies
- Ensure a safe and clean environment for residents and staff through the establishment of protocols and procedures
- Assist the Manager of Shelter and Family Services with administrative needs
- Provide trauma informed direct services to shelter residents and their children, providing back-up support on weekdays, evenings, weekends, or overnight as needed.

How to apply:

- **Submit the following three things:**
 - ✓ Cover letter – tell us a little about yourself.
 - ✓ Resume – tell us what you have 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
 - Via our website: <https://abuseintervention.org/jobs/>
 - Via fax or US Mail (address & fax number available on website)