DAIS
Domestic Abuse Intervention Services

Position Opening – Shelter Coordinator

Click here to Apply!

Full-time, FLSA Exempt
Pay: $56,000 to $58,000/year, based on experience

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 supervises a staff team, engages in hiring activities, and provides thorough training, onboarding, and support to ensure success. Our Shelter Coordinator maintains a physical presence in our shelter while working, remains actively and professionally engaged with staff and volunteers, and performs direct service work with clients as needed. The Shelter Coordinator prepares the staff schedule each month to ensure appropriate shift coverage and flexes their work schedule when necessary to address schedule gaps. The role also includes 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

Summary of Primary Duties *(not an all-inclusive list):*
- Participate in hiring of staff and perform quality in-depth hands-on onboarding and orientation of all new shelter staff; utilizing approaches that will increase staff performance, retention, and satisfaction.
- Supervise shelter staff, taking a fair and unbiased approach when addressing issues and providing constructive feedback; Foster a productive work environment and positive community housing atmosphere.
- Coordinate and determine staffing needs for our emergency domestic violence shelter; Prepare the staff schedule each month to ensure necessary shift coverage and flex your own work schedule when necessary to address schedule gaps.
- Provide residents with support and resources in a trauma-informed manner; Provide crisis management, consultation and direction in response to client needs.
- Ensure a safe and clean environment for residents and staff through the establishment of protocols and procedures.
- Approach issues and needs in a problem-solving and solution-based manner.
- Provide trauma informed direct services to shelter residents and their children, providing back-up support on weekdays, evenings, weekends, or overnight as needed.

Work Environment and Physical Demands:
- Work is regularly performed in a secured residential facility setting with communal areas, as well as in an office setting; Occasionally outdoors.
- Requires the ability to use standard office equipment such as computers, phones, photocopiers, fax machines and filing cabinets.
- Requires the ability to concentrate and remain focused in a collaborative shared work environment.
- Requires the ability to adjust vision and focus to record data, review materials and create documents.
- Work requires the ability to ascend or descend stairs, as well as the agility to move about and position self efficiently to perform physical tasks and address emergency situations.
- Routinely requires the ability to move or transport supplies or equipment weighing up to 20 pounds unassisted while ascending or descending stairs, as well as the ability to bend, twist and stoop.

How to apply:
- **Follow the instructions on how to apply here: Apply Now!**
- Incomplete applications will NOT be considered.

Generous benefit package including:
- Generous PTO accrual
- 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
- 401(k) plan with employer match
- Investments in Professional Development & Training