

POSITION DESCRIPTION
SHELTER MANAGER

POSITION: Shelter Manager

REPORTS TO: Chief Operating Officer

RESPONSIBILITIES:

1. Oversee and maintain the emergency shelter by managing: the implementation of its policies and procedures, physical operations, consumers, staff, volunteers and students.
2. Recruit, train, schedule and supervise personnel working in the agency's Emergency Shelter, Second Stage, and Older Abused Women's Program; in addition to any student interns or volunteers.
3. Serve as a liaison between emergency shelter staff, Community Advocates, Inc.'s Chief Operating Officer and other individuals in the community. This includes participation in community meetings that focus on homelessness, domestic violence and other issues concerning consumers.
4. Provide community education about domestic violence and MWCCA to professionals and at-risk populations.
5. Monitor emergency shelter expenses in partnership with the Division Manager of Community Advocates, Inc.
6. Conduct staff meetings with emergency shelter personnel and attend other MWCCA meetings as requested.
7. Provide accurate and timely reports that are required by the agency, and various funding sources to the Development Department. This also includes providing quality assurance for the emergency shelter's database, paperwork and consumer feedback.
8. Provides the Development Director with data needed for proposal writing.
9. Provide case management services to consumers residing in emergency shelter, and crisis counseling and information and referral to callers on the 24-hour crisis line.
10. Serve as an agency representative to market and promote the program.

QUALIFICATIONS:

- Bachelor's Degree in Social Work, Human Services, Psychology or other related field required.
- Knowledge about the cycle and dynamics of domestic abuse and its intersection with substance abuse, mental health and other co-occurring disorders.
- Case Management experience required.

Salary range for this position is \$53,000 to \$57,000 annually. To apply, email a cover letter and your resume to jobs@communityadvocates.net with "Shelter Manager" in the subject line. Deadline to apply is December 31, 2020.