

# Working Against Violence, Inc.

## Position Description

**Title:** Shelter Coordinator

**Reports to:** Executive Director

**Status:** Exempt/Full Time

### **Qualifications:**

- Bachelor's degree or HS equivalent with 3 years management experience
- Must possess a valid Driver's License
- Ability to work with diverse populations
- Knowledge of domestic and sexual violence
- Ability to work with the public
- Desire to make a difference
- Strong Organizational skills
- Proven management skills
- Ability to work flexible hours to ensure staff coverage
- Ability to take call on rotating basis
- Desire to create, contribute, and collaborate

### **General Functions:**

- Manage advocate staff and organize shelter needs for a 24 hour shelter for survivors of domestic violence, sexual assault, stalking and human trafficking.

### **Skills:**

- Excellent written and verbal communication skills
- Strong interpersonal skills
- Outstanding problem-solver; flexible, and adaptable to change
- Proficient in Microsoft applications, specifically Word, Outlook, and Excel.
- Ability to foster excellent community relations and representation through activities an participation in meetings and special events
- Self-starter with the ability to prioritize and juggle multiple projects and deadlines simultaneously.
- Strategic, creative, critical thinker
- Understanding of crisis responses and ability to adapt responses appropriately

### **Duties and Responsibilities:**

- Supervision of the shelter Advocate staff
- Create and manage Advocate schedules and attendance
- Assist in hiring process and oversee the training of new shelter advocate staff
- Oversee food safety compliance in accordance with partnering agency requirements; prepare for and handle partnering agency inspections appointments
- Maintain, file, and organize shelter paperwork and coordinating forms

- Monitoring and organization of supplies including food, menu-planning, shelter supplies, and donations.
- Oversee the overall upkeep of the facility and grounds, and work collaboratively to ensure maintenance, safety, cleanliness, and organization is maintained.
- Oversee maintenance of agency vehicles
- Assist in supervising shelter programs and coordinating volunteers
- Respond to crisis calls on phone and in person
- Oversee housing inspections as directed
- Participate as a member of Leadership Team
- Participate in the formation of the budget
- Take call on rotating basis and adjust schedule to ensure shelter coverage is maintained
- Perform duties on a consistent and regular basis
- Maintain client statistics and data bases as requested
- Assist with the planning and execution of special events
- Represent WAVI's interest with the community, vendors and service providers
- Attends trainings as instructed to maintain best practices, policies and protocols , and enhance quality of work, established by Executive Director and WAVI Board of Directors
- Any other duties as assigned by supervisor

#### **Agency Atmosphere:**

- Maintains, at all times, complete confidentiality of client and staff information
- Displays open, honest and ethical method of communication with co-workers and supervisor
- Represents the agency in a positive and professional manner
- Collaborate with clients, staff, and community to create welcoming environment and positive work culture for all.

#### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, use hands to handle or feel, and talk or hear. The employee is frequently required to stand, walk, stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.