

Project Safe, Inc.
Job Description

Position: Shelter Life Coordinator
Responsible To: Associate Director
Hours: Monday—Friday days/some evenings, two Saturdays a month; 40 hrs a wk, On call rotation
Full time
Salary: 41,000-47,000

Responsibilities:

- Meet with each resident as soon as possible (but not later than 72 hours after entrance) for orientation and welcome.
- Utilizing a trauma-informed care approach, assist shelter residents in adjusting to shelter life, and dealing with stress resulting from their experiences of abuse, homelessness, etc. Help residents discover and utilize a variety of positive coping skills.
- Support and uphold PSI core values of fresh start, individualized response, thoughtful evaluation, collaboration and careful stewardship.
- Facilitate contact with family members, friends or other support systems when desired by clients.
- Mediate conflict between residents through restorative circle process as needed.
- Maintain client records as assigned by Associate Director.
- Mentor student interns and volunteers as assigned.
- Facilitate weekly house meeting and other groups designed to promote harmonious communal living, problem solving and skill building.
- Ensure that the shelter is adequately stocked with food, medicines, and other supplies needed by residents.
- Strive to ensure that residents' religious, cultural, dietary, and social needs are addressed during their shelter stay.
- Maintain facility safety by regularly inspecting living and programming areas to ensure that areas are clean and furnishings and equipment are in good working order. Notify Associate Director of needed maintenance.
- Serve as designated staff to implement Saf T model pet yard practice.
- Participate and develop procedures in Project Safe Emergency Shelter to become pet-friendly
- Other duties: participate in on-call rotation; assist with volunteer training; document all activities; other duties as assigned by Executive Director or Associate Director

Qualifications

Bachelor's Degree plus minimum 2 yrs relevant experience in crisis intervention, residential services, or women's issues required. Master's Degree preferred.

Knowledge and experience working with victims/survivors of domestic violence

Ability to work in a stressful environment with frequent interruptions and competing demands on time

Ability to respect and adapt to differences in perspective, backgrounds, beliefs and needs Excellent written and verbal communication skills