



CSE SHELTER MANAGER

Job Description

Job Classification: Exempt

Work Schedule: Monday- Friday, 8am-4pm

Salary: \$39,000.00 to \$41,000.00

Reporting Relationship: Center for Safety and Empowerment's (CSE's) Program Director

Primary Accountability: Maintains a safe and confidential environment for clients of the CSE Shelters. Supervises full-time shelter advocate staff. Provides services to victims/survivors of domestic violence, sexual assault, stalking, and human trafficking.

Major Duties:

- Supervises full-time shelter advocates at two shelter locations, ensuring quality client services.
- Conducts annual evaluation of assigned supervisees.
- Ensures shelter locations are maintained to meet code specifications.
- Ensures that shelter locations are cleaned regularly to meet health, fire, and City codes.
- Acts as the point-of-contact for maintenance companies, work providers, inspectors, and building owner.
- Serves on supervisor-on-call rotation.
- Develops and enhances shelter services, as well as ensuring communication of program updates to all shelter staff.
- Provides administrative report and maintenance of records on client admissions, progress, and statistics needed for grant sources.
- Purchases shelter supplies and shelter groceries, as needed.
- Facilitates weekly shelter staff meeting—attended by first and second shift advocates.
- Facilitates monthly all shelter staff meeting—attended by all full-time and part-time shelter advocates.
- Attends community coalition meetings to act as a representative of YWCA CSE.
- Provides advocacy services to shelter clients.
- Additional responsibilities as assigned by supervisor.

General Duties:

- Attends all YWCA CSE staff meetings.
- Attends YWCA council meetings and YWCA CSE supervisor meetings.
- Actively promotes and supports the organization's mission and vision.



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Qualifications:

- Degree in social work or related field or equivalent experience.
- Experience working with DCF and victims of domestic violence and/or sexual assault/abuse.
- Ability to work well with a cross section of clients.
- Ability to coordinate case management for a diverse client population.
- Knowledge of local resources.
- Ability to relate well to people in crisis.
- Ability to function well in a crisis setting where interruptions are frequent.
- Basic knowledge of domestic violence and sexual assault dynamics.

Physical Demands:

- Ability to drive personal vehicle and to be moving from site to site on any given day.
- Able to lift 50 pounds.
- Able to climb flights of stairs multiple times daily.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time.

The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

People of color and individuals bilingual/bi-cultural in English/Spanish are encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, disability or veteran status.

Employee Signature

Date

Supervisor Signature

Date

Please send resume to paulaf@ywcaneks.org