Susan B. Anthony Project promotes safety, healing and growth for all survivors of domestic and sexual abuse and advocates for the autonomy of women and the end of interpersonal violence.

THE SUSAN B. ANTHONY PROJECT, INC.

POSITION:  
Shelter Manager (Nights and Weekends)

SUPERVISION RECEIVED:  
Reports to Program Director

SUPERVISION EXERCISED:  
Shelter advocates, volunteers, and others as assigned

POSITION SUMMARY:  
The Shelter Manager is responsible for providing oversight, management, and organization of the physical shelter and supervising shelter advocates and others as assigned. In addition, the Shelter Manager organizes staff coverage, back-up and on site holiday coverage to the agency’s crisis line and shelter services.

RESPONSIBILITIES:

- Supervise, train, and review shelter advocates in all appropriate policies and protocols according to Agency, State, and Funder standards.

- Maintain complete written personnel and volunteer records in locked file.

- Oversee and process case management with advocates.

- Assure shelter and domestic violence protocols are being met in accordance with Agency policies, CCADV and DSS and other funder contracts.

- Maintain statistics/records in database as required. Complete or contribute to quarterly and annual reports as required.

- Assist with preparation for monitoring.

- Coordinate shelter facility needs assuring shelter is in good repair, appropriately stocked with supplies, clean and inviting for residents and communicate shelter needs to Program Director.

- Provide support, counseling, advocacy, referral and follow-up for sheltered and non-sheltered clients using empowerment approach to enhance confidence and self-esteem.

- Accompany adult victims/survivors to the hospital, police, and court when requested to provide advocacy and emotional support. Provide back up to advocates for accompaniments as needed.

- Coordinate and facilitate weekly client house meetings.

- Provide necessary cleaning of resident rooms upon exit. Prepare rooms for new resident arrival.

- Work to create a safe and clean living environment by participating in cleaning the shelter.

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- Provide coverage on crisis line, including accompaniments, and be available for required mandatory rotation and gap coverage as needed.
- Provide backup coverage to advocates providing primary crisis line and shelter coverage.
- Assist with community education and provide in-services as requested.
- Assist with co-facilitating shelter and community support groups as assigned.
- Coordinate quarterly fire drills.
- Attend trainings and meetings.
- Comply with agency policies.
- Other related duties as assigned to further the mission of the agency.

**REQUIREMENTS:**

**Education:** Bachelor’s Degree or relevant management experience of 3+ years as may have been gained through college courses and relevant training, employment or volunteer experience

**Other:** Proficiency in Microsoft Office platform.

Ability to work with other agencies and systems.

Knowledge of counseling, social services/public speaking.

Training-certification as DV/SA counselor per statute.

Commitment to practice conflict resolution, positive communication, and team building.

Valid driver’s license and insurance.

Ability to lift and move 25 pounds.

Ability to go up and down stairs throughout shift.

Ability to understand and incorporate political/system's perspective of domestic violence/sexual abuse issues into work.

Patience and a sense of humor.