

PROJECT WOMAN POSITION DESCRIPTION

JOB TITLE: Shelter Services Coordinator
FLSA STATUS: Exempt
LOCATION: Shelter Facility and Administrative Offices

EXPECTATION OF ALL EMPLOYEES

Supports Project Woman's mission and values by exhibiting the following behaviors: confidentiality and respect for all survivors, Trauma-Informed Responses and Approaches, service excellence and job competence, collaboration and team player, and commitment to our community.

POSITION SUMMARY

Under the direct supervision of the Executive Director the Shelter Services Coordinator shall manage and coordinate the Emergency Shelter Program and serve as a member of the Project Woman leadership team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates and provides oversight for all aspects of the Emergency Shelter Program; ensures compliance with all policy and procedures related to shelter operations; ensures philosophy of Survivor-Focused Recovery and Trauma-Informed Approaches and Responses are implemented within the program.
2. Approves overflow capacity for off-site shelter as necessary and within budgetary constraints and individual safety consideration.
3. Monitors the operational budget of the Emergency Shelter Program including inventory control, staffing, training, and facility needs.
4. Completes review of survivor entry to shelter within 72 hours to determine eligibility of services, establishing goals and priorities, safety needs, and appropriate referral for necessary supports including case management, advocacy, and recovery services.
5. Ensures adequate programming within the shelter to include support group and educational programs; provide facilitation of group or educational experience as necessary and/or assigned.
6. Completes ongoing stay and program goal reviews for each survivor. Advises staff of additional needs or barriers as appropriate; works to engage the survivor in trauma-recovery focused programming; provides consultation and facilitates conflict resolution for survivors within the Program.
7. Creates transition plans with survivors, as applicable, to maximize goal attainment including identifying priorities and goals including but not limited safe housing options.

8. Participates with the local Continuum of Care to represent issues related to domestic and sexual violence and risk of homelessness; participates on the Interdisciplinary Team (IDT) and other internal or external committees as assigned.
9. Maintains Program statistics; ensures data entry and documentation completion; utilizes database to ensure accurate data tracking. Maintains outcome measurement for the Program; provides all necessary Program reporting per agency and funding requirements and in keeping with Violence against Women Act and best practices.
10. Networks with local, regional, state or national coalitions as assigned; representing Project Woman on assigned committees and caucuses.
11. Meets criteria for provision of Community Psychiatric Support Treatment under Ohio Revised Code for Ohio Mental Health and Addiction Services (OHMAS) and in keeping with the Council on Accreditation.
12. Provides direct services as needed in order to ensure access by survivors to all necessary supports.
13. Performs other duties as needed, requested, or as assigned.

QUALIFICATIONS

Bachelor Degree required. Licensed Social Worker preferred. Minimum of five years' experience with human/social service organizations required. Knowledge of and experience in shelter and supportive services for survivors of domestic violence and sexual assault preferred. Previous experience in supervising a multi-disciplinary team; demonstrated administrative skill required. Excellent oral and written communication and organizational and problem solving skills. Must be a leader, motivator, problem solver, an effective public speaker, team player, and have a positive attitude.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Work is moderately active and can include standing and sitting for long periods and may require occasional lifting of up to 50 pounds. Travel in and out of state for trainings, conferences, and seminars is possible.

JOB RELATIONSHIPS

Supervises: Shelter Manager
 Supervised by: Executive Director

Staff Signature: _____ Date: _____

Project Woman provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age disability or genetics. In addition to federal law requirements, Project Woman complies with applicable state and local laws governing nondiscrimination in employment in every location in which the agency has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.