



Safe Passage Shelter for Victims of Domestic Violence

Position Description

Position Title: Shelter Coordinator

Position Summary: Supervise Safe Passage Shelter, Program Staff, Budget, and Activities

Reports to: Domestic Violence Coordinator

Essential Functions

- ◆ Coordinate Shelter Programs, responsible for setting goals and objectives, and completing quarterly reports.
- ◆ Schedule all employees so that there is 24/7 coverage. Review and confirm and authorize payments of wage of Shelter Program employees based on submitted timesheets.
- ◆ Oversee provision of effective advocacy.
- ◆ Train and oversee the boundaries and ethics of employees supervised. Be a role model – lead by example.
- ◆ Ensure completion of information forms and files, including Alice on each resident and use of daily logs and entry of statistics.
- ◆ Provide for adequate staff coverage of Resident program for shelter needs and education groups.
- ◆ Provide direct service women's advocacy/childcare when adequate coverage is not available.
- ◆ Oversee disbursement of donations to residents.
- ◆ Provide support and education to adult and child residents as time allows.
- ◆ Oversee mandated reporting of child physical/sexual abuse or neglect.
- ◆ Assist in decisions regarding mandatory reporting of child abuse/neglect.
- ◆ Recruit casual staff as needed. Train and supervise staff, work-study, summer youth, foster grandparents and other volunteers in the Women's & Children's Program in conjunction with the Volunteer Coordinator.
- ◆ Attend statewide meetings and other out of office meetings as needed.
- ◆ Act as liaison with other agencies.
- ◆ Direct Shelter Program in systems change and social action initiatives.
- ◆ Arrange for on-going staff training and cross training.
- ◆ Must be able to work flexible hours.
- ◆ Provide program orientation and training to new program employees.
- ◆ Supervise and give effective direction and feedback to program employees.
- ◆ Evaluate the work of employees according to objective, clear criteria.
- ◆ Obtain cooperation and maximum effort from group by communicating work standards/expectations and progress.
- ◆ Coordinate employees toward a common goal.
- ◆ Schedule employee work hours with optimum effectiveness.
- ◆ Communicates relevant information to employees in a timely manner.

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- ◆ Participates in developing organizational goals & approving program goals & objectives.
- ◆ Participates in creating program annual budget & controlling expenditures accordingly.
- ◆ Attends required meetings & trainings, as determined by Executive Director.
- ◆ Evaluates the work of peer managers & program employees according to objective, clear criteria.
- ◆ Participates in interviewing & hiring new employees.
- ◆ Adheres to agencies personnel policies.
- ◆ Performs other work related duties as assigned.

Education, Experience and Skills Required:

- ◆ Ability to handle crisis situations and function well under pressure.
- ◆ Dependable, accessible resource to all Safe Passage Shelter staff.
- ◆ Understand and exemplify proper boundaries and ethics with all staff, residents and the community.
- ◆ Acceptance of cultural, racial, religious, affectional preference and economic differences between people and ability to nurture both residents and staff.
- ◆ Strong verbal and interpersonal skills.
- ◆ Organized, self-directed and motivated.
- ◆ Must have driver's license, access to vehicle and agency-required liability insurance limits.
- ◆ Ability to read, write, speak, and understand English fluently.
- ◆ Understanding of and adherence to feminist philosophy.
- ◆ Experience working in the field of domestic violence.
- ◆ Must be computer literate.
- ◆ Total of 3 years experience working in domestic violence field and/or education in human service related area.

Desired Qualifications:

- ◆ Experience in program coordination or management.
- ◆ Experience working in a non-traditional agency.
- ◆ Experience working with a diverse population.
- ◆ Understanding the dynamics of domestic violence.
- ◆ Knowledge of community resources.
- ◆ Bi-lingual preferred.