



**Job Title:**

Shelter Manager and Advocate

**Job Description:**

Under the supervision of the Oneida Crisis Center Executive Director, plans, oversees, and manages day-to-day operations of a domestic violence shelter facility. Communicates with staff and clients to ensure smooth operations. Assists in provision of crisis intervention, victim advocacy, and support services to victims of crime or personal crises.

**Schedule:**

Minimum of twenty-four (24) hours per pay period (bi-weekly). Potential for additional hours based on grant funding and work performance.

Monday **and** Thursday: 10 – 2 pm weekly

On-Call: 1<sup>st</sup> and 3<sup>rd</sup> weekends monthly

Flexibility to address organizational needs as they arise.

**Typical functions include, but are not limited to, the following:**

- Ensures all participants are aware of the shelter guidelines and is responsible for participant communications.
- Assists individuals in obtaining applicable and available federal, state, local, and private assistance
- Responsible for maintenance, inspection, and security of the facility. This includes a weekly health and safety review, monthly deep clean, biannual Idaho Housing and Finance Association (IHFA) shelter inspection, and annual fire inspection.
- Identifies shelter deficiencies and appropriately addressed the concern.
- Maintains Community Management Information System (CMIS) and client files.
- Provides crisis intervention, support, liaison, and referral assistance.
- Participates in rotating on-call schedule and provides emergency coverage of uncovered shifts when required. This includes nights, weekends, and some holidays.
- Assist with transporting clients as needed.
- Serves as a good-will ambassador in the community.
- Participates in fund-raising and community outreach activities.
- Other duties as assigned by the Executive Director.

**Qualifications:**

- Must be at least 21 years of age.
- Must have a valid driver's license, operational vehicle, and current proof of insurance.
- Must pass a criminal history check and be suitable to work with minors.
- Ability to work independently and cooperatively as a member of a professional team.
- Ability to relate to residents in an instructive, directive, firm yet compassionate manner.
- Ability to work successfully with diverse groups and ages.
- Must abide by the rules of confidentiality.
- Must be capable of bending and lifting up to 40 lbs.

**Salary:**

Based on experience, starts at \$16/hr