



Safe & Fear-Free Environment, Inc.
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www.safebristolbay.org

POSITION TITLE:

Shelter Manager

Exempt/Full time

PAY: Range 5

\$41,475 to \$57,411 annually

Workers' Comp: 8842

PURPOSE OF JOB: Primary responsibility for management and operations of all residential services, including providing and/or arranging for direct services to children and adults in residence, supervision of residential and adjunct service staff, and allocation of staff resources for shelter and facility operations.

QUALIFICATIONS: Candidates must demonstrate their ability to accomplish the Essential Job Results stated below.

Job knowledge absolutely required before entering the job

- Solid understanding of the root causes, dynamics and prevention strategies for domestic violence, sexual assault, and related abuse
- At least two years' experience working in residential facility with progressively responsible job duties.
- Supervisory experience including screening, training mentoring and employee evaluation.
- Ability to work independently with minimal supervision, to communicate effectively, and to work with people of varied backgrounds and value systems.
- Ability to give and receive oral and written communications and to read, interpret, abide by and document required policies and procedures for program operations.
- A personal and professional commitment to ending interpersonal violence. Ability to effectively confront issues of gender and race.
- Must possess basic typing and computer skills including word processing, spreadsheets, and data base management.
- Must be a responsible individual of reputable character who is known to exercise sound judgment, maintain confidentiality, cope with stress and crisis situations in a calm manner and who models non-violent behavior and freedom from substance abuse
- Certification in 1st Aid/CPR. Valid Alaska state driver's license and clean driver record.
- Strict Confidentiality a must.

Preferred:

- Experience/knowledge of working with persons with physical or mental health challenges and/or substance abuse or addiction
- Knowledge of Bristol Bay community resources, cultural values, personal and family relationships.
- Bi-lingual in Yupik and English.

ESSENTIAL JOB RESULTS:

Assures a continuum of support services for persons in residence by

- Providing and documenting direct services to adults & children in the general emergency shelter including check in, orientation, advocacy, medical/legal accompaniment, crisis intervention, assistance in determining issues and needs, developing plans for resolution of identified needs, making referrals and assuring access to resources, conducting lethality assessment and providing/monitoring collection of fees.
- Providing/arranging for check out and follow-up services for shelter residents including safety planning and continuing contact after leaving the shelter.
- Coordinating and arranging for assessments and services to assist in the prevention of unplanned pregnancies
- Providing and arranging for house meetings, regular support groups, educational programs and daily child care/children's programming for shelter residents
- Promoting shelter rules and guidelines through respectful communications, modeling positive parenting and by constructive confrontation with a focus on affirmation and problem solving
- Employing strategies to prevent and address aggressive behavior and to deescalate volatile situations
- Maintaining documentation of services provided including shelter logs, reporting forms, participant & program files, and assessment & collection of fees.
- Implementing procedures for ongoing evaluation of residential services
- Provide system advocacy and coordination with sister agencies serving residents

Effectively manages physical operations of a safe shelter by

- Maintaining building and resident security. Conducting and documenting routine safety and emergency response procedures. Monitoring, documenting, and assuring compliance with all policy, regulatory, statutory and licensing requirements for residential services.
- Coordination with Business Manager and other staff in routine repair, maintenance, and custodial duties for shelter facility including hire and supervision of residents providing custodial services.
- Monitoring/supervising ordering, pick up/delivery, inventory, stocking, distribution and procurement of food, furnishings, household and program supplies and other necessary shelter/resident supplies
- Establishing, implementing, and maintaining procedures and guidelines for operations of the steam bath, garden, and fish/wild game harvesting and processing

Accomplishes staff results by

- Providing direct, day-to-day supervision of all residential staff
- Setting, implementing, and maintaining a regular schedule of shelter advocates including coverage for absent staff, On-Call Advocates and Backup.
- Coordination of recruiting, orientation, on-going training and mentoring of residential staff with the Direct Services Coordinator
- Monitoring staff performance and preparing initial and annual evaluations for residential staff

Support other program operations by

- Providing and arranging for procurement and preparation of food and refreshments for scheduled meetings, adjunct services and other special Program Events as necessary.
- Provide crisis intervention counseling and back-up for the Crisis Line and shelter
- Other duties as assigned

Contributes to the team effort and maintains continuous quality improvement by welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results; and being active in self-directed learning and professional growth. Attending all mandatory staff meetings and in service training. Providing and maintaining documentation of required training in appropriate field(s)

Protects program integrity and confidentiality by adhering to all confidentiality requirements including but not limited to S.A.F.E.'s internal policies, requirements of local, state and federal law and requirements of common sense necessary to protect the safety, dignity and privacy of persons seeking or receiving services.

WORKING CONDITIONS: Fast paced office environment with moderate to loud noise. Frequent, unscheduled interruptions. Periodic exposure to situations where individuals may be a danger to themselves or others. Occasional exposure to hazardous conditions (cigarette smoke, bodily fluids, spills, chemicals and cleaning agents, broken glass, etc.) Exposure to communicable diseases.

MACHINES AND EQUIPMENT USED: Standard office equipment (FAX machine, computers, copier, telephone, etc.), outside grounds & yard equipment, basic carpentry tools and household cleaning equipment (vacuum cleaners, etc.)

PHYSICAL REQUIREMENTS: Ability to walk, sit, hear, speak, climb stairs, stoop, reach, use hands, lift up to 50 lbs., see and use close vision.

RELATIONSHIP WITH OTHER PEOPLE: Cooperates and interacts with all SAFE staff or volunteers, service agencies, and other community members with dignity and tact. Will not engage in intimate relationships with a person seeking or receiving services from SAFE.

SUPERVISED BY: Direct Services Coordinator

POSITIONS SUPERVISED: Responsible for direct, day-to-day supervision of Children Services/Lead Advocate, Residential Advocates and person's working in/around the shelter facility.

BACKGROUND CHECK: Position requires applicant to be fingerprinted and complete a national FBI/State of Alaska criminal background check.

SAFE is an Equal Opportunity Employer. Alaska Natives, persons who are multi or bi-lingual and survivors of Domestic violence, child abuse, or sexual assaults are encouraged to apply.