

**Center for Domestic Peace
JOB ANNOUNCEMENT**

Job Title: Shelter Program Manager, Bilingual (Spanish)
Hours: Full-time, exempt position, which includes providing 24-hour on-call emergency coverage
Compensation: \$70,000
Benefits: Yes, Vacation, medical/dental package plus retirement benefits
Union: NO

CENTER FOR DOMESTIC PEACE is a non-profit organization, in existence now for 40 years, working at the county, state, and national level to end domestic violence. Center for Domestic Peace (C4DP) serves women, men, and youth who have been, and/or who are at risk of being, abused and or battered, or who have perpetrated, and/or who are at risk of perpetrating, abuse, bullying, and or battering. C4DP's programs helping children, teens, women, and men to live violence-free lives include: 24-hour hotlines; emergency shelters; transitional housing; support groups; legal advocacy; school programs; community prevention and education projects; professional continuing education programs; corporate, state, and nation-wide trainings; leadership development programs; and resource identification.

PRIMARY JOB RESPONSIBILITIES:

Under the direct supervision of the Director of Emergency Services, the Shelter Program Manager is responsible for overseeing the 30 bed emergency shelter, offices and programs, which includes the following: shelter guest goal planning; weekly support, educational and problem solving groups; provision of advocacy for shelter guests in criminal, medical, legal, social service and other settings; provision of child-centered and family recreation activities; provision of accompaniment services for guests; conducting 24/7 shelter intakes from specified locations in Marin County; member of emergency response team. Manage the day-to-day operations and provision of support services to survivors and their children at a confidentially located site.

1. Hire, orient, train, and supervise a team of 4-15 paid and stipend volunteer employees which include shelter advocates, swing shift advocates, and overnight house advocates. Offer skill enhancement as needed.
2. Provide employee evaluations (6 months for new hires and annually for employees who have been employed with C4DP more than a year).
3. Provide ongoing crisis intervention and support to Shelter Advocates.
4. Oversee and create monthly schedules for Shelter Advocates.
5. Supervise Second Opinion team regarding Shelter intakes and provide coverage as needed.
6. Provide coverage of the 24-hour hotline as specified by the staff/volunteer rotation schedule and respond, when needed, to the shelter, hospital, court, and police department.
7. Member of the emergency staff roster for 24/7 issues arising at shelter. Respond and coordinate with Director of Emergency Services. Keep Director informed.
8. Conduct regular shelter team meetings to assess shelter guests' progress and feedback, and to make modifications as needed.
9. Supervise provision of the following Shelter services and provide back-up as needed: initial intake and assessment; transportation accompaniment for guests; provision of weekly support, educational, and problem-solving groups for shelter guests; development of short and long-term plans for shelter guests; providing advocacy to assist families to meet their goals including housing, childcare, employment, entitlement benefits, legal and medical needs; and provision of child-centered activities to promote increased self-esteem and problem solving skills.
10. Investigate and resolve shelter guests' complaints as requested by Director of Emergency Services.
11. Maintain and develop on-going working relationships with Marin County and other relevant Bay Area community agencies and resources.

12. Supervise the development of opportunities for all guest families to exchange resources, provide mutual support and participate in recreational activities together.
13. Provide over-site on maintenance and upkeep of shelter facility (including household chores, household/grocery shopping, and cleaning), as directed by Operations Manager or Director of Emergency Services. Monitor safety and security practices and confidentiality protocols.
14. Maintain working knowledge of Shelter Program government funding applications and grant awards, including special provisions and managing deliverables to successful completion.
15. Uphold and ensure compliance with personnel policies and procedures.
16. Develop and maintain shelter program record keeping, evaluation tracking system in accordance with funding requirements inclusive of participant files, program statistics, program report and site visits.
17. Attend Staff/Supervisory meetings as required.
18. Fulfill special projects and other duties as assigned by Director of Emergency Service.

QUALIFICATIONS AND REQUIREMENTS

1. Fluent bilingual in English and Spanish, both written and oral.
2. Minimum of a relevant BA/BS and/or 4 years of related experience.
3. 2-4 years' minimum experience in progressive non-profit management.
4. 2-4 years' minimum experience in crisis intervention and counseling,
5. 2-4 years' experience in group facilitation skills for survivors of domestic violence.
6. Excellent public speaking skills.
7. Demonstrated in-depth knowledge of, and alignment with, the battered women's justice movement perspectives on batterers, abused and at-risk victims, youth, and children, and progressive movements to end violence.
8. Understanding of the peer support modes and C4DP's feminist analysis of domestic violence.
9. Previous experience working with populations marginalized by cultural, linguistic, age, and sexual-orientation barriers.
10. Demonstrated knowledge of Marin County community resources.
11. Resourcefulness, flexibility, self-motivation, and ability to inspire enthusiasm and participation.
12. Excellent communication skills.
13. Computer skills: comfortable with Microsoft Office 2010 suite with ability to learn new software, as needed.
14. Valid driver's license and auto insurance with liability minimum of \$100k (per person)/\$300k per occurrence), and access to a car during working hours.
15. Flexible work schedule.
16. Some (heavy) lifting of donations, household, and/or other items.
17. Must be able to lift 30 lbs.

CENTER FOR DOMESTIC PEACE IS AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion and training.

TO APPLY:

Submit current resume with a cover letter to (no calls please)

Director of Emergency Services

Center for Domestic Peace

734 A Street, San Rafael, CA 94901

Or email to grodriguez@centerfordomesticpeace.org