

## **Job Posting: Shelter Operations Coordinator**

**Posting Date:** February 23, 2018

**Classification:** Nonexempt

**Reports to:** Residential Services Director

**Hours Per Week:** 40

**Schedule:** Saturday – Wednesday 12pm-8pm, flexibility required for holidays, evenings and weekends

**Anticipated Start Date:** ASAP

Safe Homes of Orange County is a not-for-profit 501(c)(3), located in Orange County, NY, that has grown from a grassroots, small group of committed individuals in 1986 to an organization, leader, and resource in the field of intimate partner violence and human trafficking advocacy and services provision. Our many programs include a Family Justice Center, emergency shelter, legal program, anti-trafficking program, individual and group support, advocacy, therapeutic counseling, Risk Reduction Response Programs, systems-based advocacy and collaboration, community education and outreach.

### **Duties & Responsibilities:**

Safe Homes of Orange County employs a Shelter Operations Coordinator who will be responsible for the overall operating and maintenance activities at the agency's shelter facility where residential services are provided to adults and children impacted by and homeless due to domestic violence. This position will ensure that timely and efficient services are delivered by ensuring that all necessary provisions and maintenance needs are addressed in a routine and timely manner. Specifically, the position will:

- Coordinate stock and inventory of equipment, food, household goods and donations;
- Monitor supply levels and coordinate supply orders and fulfillment and shopping based on program needs and in accordance with agency funding limits and guidelines;
- Facilitate weekly community living group with adults in shelter, which includes coordination of meal planning, assistance with communal living issues, education on fire safety, meal preparation and nutrition;
- Assess maintenance needs of properties and communicate directly to supervisor;
- Support basic financial analysis on potential maintenance initiatives, including pricing of alternatives;
- Coordinate and oversee repair and maintenance projects with vendors and contractors;
- Keep accurate records for work orders, inspections, inventory etc.;
- Schedule maintenance on all equipment per manufacturers' recommendations;
- Manage relationships with contractors and vendors and ensure timely submission of unpaid invoices to the agency's Finance Director;
- Work with Residential Advocates to address operational issues raised by staff and clients;
- Maintain high safety standards and compliance with State and local licensing agency regulations and guidelines, including safety checks and fire drills;
- Maintain adequate on-hand supplies of dishes, utensils, cookware, linens, bedding, cleaning supplies, etc. for daily use;
- Respond in a timely manner to emergencies and documents damage to supervisor;
- Ensure basic housekeeping in the shelter including cleaning and preparation of the bedrooms for families

- Complete all other duties necessary and assigned to maintain a safe and cohesive environment for the well-being of adults and children in shelter;
- Attend and actively participate in staff meetings and other agency meetings, as assigned; if attendance is not possible, take responsibility for accessing meeting minutes;

In addition, this position will support overall service provision in the shelter and:

- Provide nonjudgmental and supportive hotline counseling, shelter screenings, intake interviews and discharges;
- Provide information about and referrals to community agencies and resources;
- Provide culturally informed emotional support and crisis intervention to adults and children in shelter;
- Maintain client records, information and agency database in accordance with agency policy;
- Provide transportation and advocacy to shelter clients for goal-related needs;
- Other duties as assigned.

### **Qualifications**

- 2 year degree and/or experience working with domestic violence victims and/or experience working with individuals in a human services setting and experience working in a residential setting
- Ability to work in a fast paced, crisis oriented environment: assess priorities, take initiative, handle multiple assignments and meet deadlines;
- Possess strong communication skills (both oral and written);
- Ability to organize and maintain accurate inventories;
- Ability to maintain effective working relationships with others, communicate as needed and exhibit patience and understanding toward client population being served;
- Experience working with diverse populations and seeks understanding of cultural differences;
- Understand and work from a feminist philosophy of empowerment, and supports SHOC mission;
- Display commitment to ending violence against women and children and a commitment to social change through active participation in working towards ending racism, classism, sexism, ageism, homophobia, ableism, and all forms of oppression; demonstrate willingness to gain understanding of issues of oppression, battering and sexual assault;
- Model and uphold appropriate boundaries in work with clients, co-workers, supervisor, and community;
- Ability to lift up to 50 pounds, navigate stairs, and periods of sitting, standing and walking required;
- Experience with Microsoft Word and Excel is preferred;
- A valid, insurable driver's license and transportation is required;
- Successful completion of a background check, including the Statewide Central Registry (SCR), Exclusion List (SEL) and criminal history information;
- Spanish language skills a plus

**Cover letter and resume required. Please submit by 03/08/18 via email or fax only to:**

Attention: Stephanie J. Molinelli, Residential Services Director

Email: [smolinelli@safehomesorangecounty.org](mailto:smolinelli@safehomesorangecounty.org)

Fax: 845-562-0140

**No telephone calls please.**

Safe Homes of Orange County prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.