Shelter Coordinator

Job Description

**Shelter:**

* Case management of women residing at Circle’s shelter, including provision and/or coordination of:
  + Shelter in-take and other statistical information gathering
  + Information and education about domestic violence and other related issues
  + Referrals and advocacy to social service providers as needed
  + Coordinate and provide shelter support services for residents (Economic Services benefits, housing, health, etc.)
  + Organize and facilitate house meetings
  + Provide one-on-one meeting times with residents
  + Work with Shelter Youth Program Coordinator to support families
  + Collect and maintain statistical data on services provided to residents at the shelter; submit all shelter data to co-director in a timely manner
  + Maintain records and files of shelter cases
* Act as liaison with other social service organizations
* Remain current with housing and shelter program initiatives; keep staff informed of changes to these systems

**Qualifications**

* Demonstrated ability to work effectively and respectfully with people of all socioeconomic, religious, and cultural backgrounds.
* Awareness of the relationship between the patriarchy and global oppression of women and children and of intimate partner violence as a social issue.
* Belief in the strength and resourcefulness of women and children who have been abused.
* Basic understanding of the systems and processes which victims of domestic violence are involved with
* Willingness and ability to be on-call on scheduled weekends and evenings.
* Ability to communicate effectively in verbal and written form.
* Demonstrated ability to work independently as well as collaboratively and respect group decisions.
* Ability and willingness to work according to consensus decision making process.
* Active listening skills
* Valid driver’s license and access to an insured vehicle.

This is a full-time (40 hours) salaried exempt position. Employer pays full healthcare expenses. Reports to and receives supervision from the Co-Directors.

**Please send a cover letter and resume to Circle:**

**PO Box 652**

**Barre, VT 05641**

[**bwss@sover.net**](mailto:bwss@sover.net)