



SHELTER DIRECTOR

Elizabeth Freeman Center seeks an experienced, passionate shelter director to guide the operation of EFC's emergency shelter for survivors of domestic violence and their children.

EFC's shelter is a secure, residential, 10-bedroom house that can accommodate 10-14 households. We shelter survivors of domestic and sexual violence who are in danger of imminent harm. Staffing includes a counselor/advocate, a child advocate, a house manager and 24-hour coverage staff.

Visit elizabethfreemancenter.org/jobs for more information.

Responsibilities:

- Create a safe, welcoming, and well-maintained environment for all guests in shelter
- Lead, supervise, and support a dedicated and diverse 8-member shelter staff team
- Oversee day-to-day smooth functioning of shelter, including guest screening and intake, crisis intervention, advocacy, counseling and group support, community-building, conflict mediation, and transition support for life after shelter
- Participate as a member of agency's senior management team
- Provide on-call emergency response on some evenings and weekends as a member of EFC's physical response team
- Further agency's commitment to a "reduced rules" shelter philosophy (see [How the Earth Didn't Fly into the Sun](#) for more information)
- Ensure 24-hour staff shelter coverage, including Hotline coverage during non-business hours
- Maintain excellent shelter records, track outcomes, generate reports monthly, and ensure staff comfort with - and use of - database
- Monitor program budget, account for spending, and provide necessary financial documentation
- Review and revise shelter policies and protocols as needed
- Maintain appropriate and professional boundaries with shelter guests and adhere to strict guidelines and protocols to ensure guest confidentiality and security
- Complete all other duties to ensure that shelter guests are provided with professional, empathetic, affirming services within the context of the agency's mission and consistent with grant and legal requirements

Qualifications:

- Experience as manager and supervisor (minimum 3-5 years preferred)
- Experience working in residential settings (minimum 2-4 years preferred)
- Demonstrated success in building, developing, and retaining strong, positive working relationships with staff, clients, and agency partners
- Strong connection to Berkshire County
- Skills in leadership, organization, staff motivation and collaboration, problem solving, conflict resolution, computers/technology, and oral and written communication
- Knowledge of the dynamics of domestic and sexual violence and the impact of trauma
- Commitment to a “reduced rules” shelter philosophy (see [How the Earth Didn’t Fly into the Sun](#) for more information)
- Commitment to fostering a workplace culture that appreciates cultural difference, and is trauma-informed and social justice-centered
- Must successfully pass Criminal Record Check-CORI and have valid Massachusetts driver’s license and reliable transportation

Work Hours:

40 hours per week (including some evenings and weekend days), and on-call emergency response duties some evenings and weekends

Compensation and benefits:

Elizabeth Freeman Center is committed to working for economic and social justice for staff as well as clients and believes in offering all staff: competitive salary and benefits, engaged and dedicated colleagues, training and education in best practices, career development opportunities, openness to innovation, and the opportunity and resources to do meaningful, impactful work.

Applying:

To apply, please send cover letter and resume to info@elizabethfreemancenter.org. Deadline is rolling until the position is filled.

Elizabeth Freeman Center is an Affirmative Action/Equal Opportunity Employer (AA/EOE). Survivors of domestic or sexual violence, people of color, people with disabilities, people who are bilingual/bicultural, and members of the LGBTQ community are strongly encouraged to apply.

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