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Title: Shelter Overnight Staff

Reports to: Shelter Manager

The Asian Task Force Against Domestic Violence works to prevent domestic violence in Asian families and communities. The Shelter Overnight Staff is responsible for maintaining the daily operations of ATASK's domestic violence shelter during nights and weekends. This is an exciting opportunity for those looking for hands-on experience in social work and advocacy. Overnight staffs are paid for 12-hour shifts – four hours for active responsibilities and eight hours of on-site sleep/on-call time.

Responsibilities:

- Ensure and enforce compliance of house rules – including daily chores and curfew
- Provide support and information to house residents
- Staff ATASK's 24-hour helpline
- Assist in maintenance of organization, cleanliness and safety of the shelter
- Perform routine administrative duties—including daily logs, helpline records and incident reports
- Effectively communicate with Shelter Director, staff and primary advocates
- Maintain composure and problem-solve in case of emergency and crisis

Qualifications:

- H.S. diploma or equivalent
- Ability to manage crisis situations and resolve issues
- Excellent interpersonal skills and ability to work in a team
- Flexible night and weekend schedule
- Experience working in a residential facility and/or with domestic violence survivors preferred
- Ability to prioritize and multitask
- Current driver's license and access to vehicle preferred.
- Bilingual English and Asian language speaking preferred
- Ability to pass background check
- Commitment to ATASK mission of eradication of domestic violence and strengthening of Asian families and communities
- Passion for social work

Fax or email your resume to:

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