

**Shelter Coordinator/ Victim
Advocate FTE / Non-Exempt**

Responsibilities and Duties

- Provide crisis intervention, peer counseling, and advocacy.
- Maintain confidentiality.
- Input services provided into computer database, including bed nights for shelter
- Assist in distributing supplies and personal care products to clients.
- Assist with on-going shelter upkeep and preparation for new residents. Ability to lift up to 30 pounds necessary.
- Organize community donations, which includes the ability to lift up to 25 pounds.
- Travel as duties require.
- Ensuring clients clean their rooms after exiting shelter and assisting in making beds
- Inform the Administrative Director or the Executive Director when a shelter room needs janitorial services
- Assume other responsibilities as directed by the Executive Director or Administrative Director.

Administrative duties:

- Track hours on provided time sheets.
- Track mileage and approved expenses on provided forms.

Qualifications:

- Knowledge of family violence, sexual assault, and stalking.
- Strong reading, writing, and communication skills.
- Knowledge in Microsoft Word and Excel.
- Ability to ensure compliance with health and safety regulations.
- Strong interpersonal skills.
- Experience with shelters and a crisis hotline preferred
- Experience with inventory of supplies
- Must have valid driver's license
- Must be 21 years of age

Education and Experience:

- Preferred - two- to four-year degree.
- Required - High School Diploma/GED with equivalent work or volunteer experience.
- 2 to 4 years' experience in social service work through employment or volunteering
- Required CADV training hours within 3 months of employment.