



SHELTER PROGRAM DIRECTOR

Safehouse Progressive Alliance for Nonviolence

Job Description

RESPONSIBILITIES:

Responsible for program development, implementation, supervision and management of shelter program services provided by Safehouse Progressive Alliance for Nonviolence (SPAN). Works with community organizations and SPAN resources to address short and long-term shelter, transitional housing, mental and physical health, and crisis response needs of adult and child survivors of domestic violence. Focuses on systems change and expanding available resources. Supervises shelter staff, graduate interns, and volunteers.

DUTIES OVERVIEW:

- Provides program development, support, direction and supervision to the SPAN Shelter Program.
- Recruits, hires, trains, and supervises staff and interns of the Shelter Program. Conducts annual performance evaluations of staff and required evaluations of interns.
- Ensures a shelter living environment that promotes safety, dignity and respect; implements policy and protocol to provide positive shelter experience regardless of race/ethnicity, language, sexual orientation or gender identity, mental/physical abilities, religious affiliation or other social/cultural barriers.
- Works with SPAN programs and community organizations and initiatives to improve access to and availability of emergency shelter, short/long term housing, and crisis intervention resources for victims of violence; including: public and community assistance programs, post-shelter housing, and mental/physical health, addiction/recovery, parenting support resources. Oversees the SPAN Spiritual Support Team, Safe Pets Program, and agency workgroups focused on improved client services.
- Participates in system-change and advocacy efforts to improve institutional response to survivors of domestic violence and their children.
- Shares emergency on-call responsibilities with the Executive Director and other Program Directors.
- Is available by pager one night per month, or other hours as necessary, to respond to police requests for victim advocacy.
- Assists in organizational and community training and outreach efforts.
- Participates in weekly staff meetings and regular supervision with Executive Director and other Program Directors.
- Provides program data, including evaluations, monthly progress reports for grants and other necessary reports. Completes all necessary record keeping, including monthly reports, timesheets, and monthly statistics.
- Reports to the Executive Director.
- Other duties as assigned by Executive Director.
- Supports an organizational environment based in respect, the utilization of ethical communication, and adherence to the organization's non-negotiables.

QUALIFICATIONS:

- Masters in Counseling, Social Work or related field required. Licensure preferred.
- Excellent verbal and written communication skills, including public speaking, training & presentation skills.
- Minimum of 3 years management/supervision experience required.
- Able to effectively challenge and work toward systems change; experience in providing advocacy on behalf of survivors of interpersonal violence.
- Strong working knowledge of the dynamics of domestic violence, trauma-informed service delivery, resources available to survivors of violence.
- Experience in community organizing for social justice, particularly issues regarding gender, race, class and sexual orientation.
- Bilingual Spanish-speaking preferred.
- Computer skills, competence in MS Office programs required.

Salary & Benefits: \$43,000-\$47,000 based on experience; generous benefits package, including health insurance, paid vacation & holidays.

SEND RESUME TO: Safehouse Progressive Alliance for Nonviolence (SPAN)
835 North Street, Boulder, CO 80304
Fax: 303-449-0169
E-mail: hr@safehousealliance.org
See www.safehousealliance.org for a full job description

RESUME REVIEW BEGINS IMMEDIATELY

SPAN is an EEO employer.

To Apply: Submit resume and a cover letter of no more than three pages, in which you respond to the following questions:

1. How do various forms of oppression prevent people from participating fully in our society?
2. How do your experience and personal strengths prepare you for this position? (see list of qualifications above)
3. What interests you about this position?