



## Position Announcement EMERGENCY SERVICES MANAGER

Bradley Angle is a dynamic social service organization offering safe shelter and supportive services to survivors of domestic violence and their children since 1975. We offer an array of holistic programs and services focused on economic empowerment, housing assistance, LGBTQ programming, Healing Roots (a culturally-specific program for African American survivors), group support, emergency shelter and youth and family supports.

STATUS:	Full time, Exempt
SALARY:	Starts at \$22/hour; Benefits include medical and dental insurance; retirement
SUPERVISOR:	Executive Director
OBJECTIVE:	Manage the day-to-day operations of the Bonnie Tinker house, Tami Best Scattered Site Units, and 24 hour shelter access line. Coordinate the emergency services program and provide supervision for emergency services staff. Oversee youth facilitators and mandatory reporting. Represent the organization and its values, and advocate for domestic violence resources in the community.

### **DUTIES/RESPONSIBILITIES:**

1. Uphold and assure implementation of Bradley Angle Ethical Commitments, Core Standards and Core Values with a trauma-informed perspective.
2. Support on-going training and implementation of trauma-informed practices and Early Childhood Positive Behavioral Interventions and Supports.
3. Compile and present monthly/yearly program reports and statistics, as well as complete quarterly, semi-annual, and annual government reporting requirements.
4. Provide trauma-informed and strengths based individual and group supervision of Shelter Family Advocates, Youth and Family Advocate and Emergency Services Specialists
5. In collaboration with the Emergency Services Coordinator, schedule shelter staff and ensure adequate 24/7 shelter coverage.
6. In collaboration with the Emergency Services Coordinator, ensure that the shelter facility is safe by coordinating maintenance, cleaning, and ongoing improvement projects.
7. Attend relevant networking and consortia meetings, both within the DV service delivery system and within other service delivery systems.
8. Oversee and update shelter policies and procedures, including emergency procedures in case of fire, medical emergency, unwanted visitors, and/or other emergency situations.
9. Maintain bus tickets, participant assistance, shelter supplies, and approve expenditures for Emergency Services.
10. Monitor expenditures of participant assistances monies through analysis of monthly financial statements.
11. Work with shelter staff to develop and implement evaluation protocols across programs and services.
12. Coordinate shelter volunteers, including screening, training, and ongoing support.
13. Attend Leadership Team, All-Staff, Safety Committee, and Advocate meetings.

14. Plan and facilitate monthly Shelter Site meetings and ESS group support meetings, as well as weekly participant advocacy meetings.
15. Provide back-up support as needed to 24/7 shelter staff.
16. Recruit and hire Youth Activities Facilitators for youth groups or child care at the agency.
17. Provide on-going support/ training for Youth Activities Facilitators both at the Resource Center and at Shelter.
18. Provide the agency support around mandated reporting protocols. Providing direct support to staff, volunteers and contracted positions.
19. Other duties as negotiated with supervisor.

**All employees are expected to demonstrate:**

1. Ability to relate to individuals from diverse backgrounds.
2. Reading and writing skills which include the ability to access and utilize a variety of resource materials in a timely manner and an ability to maintain accurate records.
3. Respectful listening and verbal communication skills.
4. Commitment to working with survivors of domestic and/or sexual violence and knowledge of violence and its effects on society.
5. Commitment to social change—including working to end domestic and sexual violence and all forms of oppression: racism, homophobia, sexism, classism, etc.
6. Understanding the linkages between domestic and sexual violence and other forms of oppression.
7. Ability and willingness to work as part of a team.
8. Working knowledge of computers.

**Additional qualifications:**

1. Direct service experience working in a program with special needs populations (low-income, alcohol and drug affected, domestic violence, etc.) required.
2. Multiple years of experience working with survivors of domestic violence preferred.
3. Demonstrated experience supervising staff, volunteers, and/or interns, along with the ability to coordinate many people with varying skills and abilities.
4. Program management and data tracking preferred.
5. Demonstrated knowledge of Portland area resources—housing, food, health care, etc.
6. Effective crisis intervention and conflict resolution skills.
7. Bilingual in Spanish and English preferred.
8. Proficiency in relevant computer applications to complete scope of work outlined in this job description, including Microsoft Office and various database applications.
9. Ability to organize and prioritize multiple tasks.
10. Ability to work independently, and as part of a team.
11. Valid driver's license and reliable motorized vehicle required.