

To apply for this position, please go to the NWFS [web site](#).

Shelter Manager - Bilingual

Salary range: \$5,417/mos - \$6,000/mos

The Position

This position is responsible for the efficient operation of our Domestic Violence Shelter. The shelter provides 24-hour care for Latina survivors of domestic violence and their children.

Job Duties

- Ensure the seamless operation and delivery of quality services for the shelter.
- Ensure on-site, motel-based, and in-home individualized care for participants in the program which includes but is not limited to safety planning, crisis intervention services and supporting participants in their goals for self-sufficiency and growth (budgeting, financial).
- Ensure participants are supported through empowerment, domestic violence education, physical and mental health, health relationship and parenting education, etc
- Ensure participants secure long-term, safe housing with a stability plan in place.
- Supervise shelter employees. This includes hiring, training, staffing, performance evaluation and performance management.
- Ensure the program is in compliance with all applicable laws, regulations and policies.
- Provide oversight for shelter placement, individual and group counseling, crisis intervention, safety planning, and advocacy.
- Provide trauma informed consultation, oversight, and guidance for employees and participants.
- Foster an environment of accountability, respect and trauma informed care with both employees and participants.
- Ensure that the shelter is properly staffed for all shifts and provide shift coverage at the shelter when necessary.
- Responsible for ethically managing and safeguarding financial resources entrusted to them.
- Submit accurate documentation of financial resources in a timely manner.
- Assist in the writing of grants for the program and doing reports required by funders.
- Ensure that reasonable measures are taken regarding the safety of the program participants.
- Monitor and evaluate program performance which includes improving existing services and identifying new needs.
- Provide transportation to participants as needed.
- Assist participants with temporary restraining orders, Sexual Assault Protective Orders and Stalking Orders.

- Accompany participants to appointments or meetings with a variety of service providers including but not limited to DHs, court, Immigration, etc.
- Contribute to the general cleanliness and upkeep of the living and storage spaces. This includes daily sanitization.
- Work with community partners and other agencies as needed to implement collaborative programs and education.

Education / Experience

- Must be bilingual/bicultural Spanish and English.
- Have a high school diploma or equivalent. A Bachelor's degree in mental health field or social work is preferred but not required.
- Two or more years of experience working with survivors of domestic violence is preferred.
- Demonstrated understanding of domestic and sexual violence and its effects on survivors, their children and society.
- Able to work evenings and weekends.

Diversity Statement

Northwest Family Services, through our mission, practices and the services we offer, are committed to the belief that all people deserve dignity and respect. As we serve our communities, we will continue to work together to listen, to learn, and to act to overcome historic values and structures that have led to discrimination and inequities.

We are committed to creating a culture of belonging, where all staff are valued and given opportunity to grow and succeed equitably. We do not discriminate on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, primary language, ethnic background or socioeconomic status. NWFS pursues policies, strategies, and programs which promote diversity, inclusion, and equity in our daily work. We seek staff who share our vision and commitment to our communities.

Supplemental Information

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment.