

# Job Posting

## Shelter Manager

### Published:

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### Minimum Education Required

BA/BS Preferred

### Location

1202 SE Douglas Ave  
Roseburg OR 97470



Battered Persons' Advocacy (BPA) is a private non-profit organization established in 1978, serving Douglas County Oregon, and is committed to creating a community free from family violence, sexual assault and stalking through support, education and empowerment.

BPA is seeking a Shelter Manager to join the diverse BPA team to provide direct service and support to survivors of domestic violence, sexual assault, stalking and human trafficking.

BPA values diversity in the workplace and values the importance of addressing issues of racism, homophobia, able-bodyism, and other issues of oppression in order to make services accessible to all individuals regardless of race; color, sex, gender identity or expression; sexual orientation; national origin; religion; age; ethnic background. *Survivors and people from historically marginalized communities are strongly encouraged to apply.*

Please submit an application packet containing: cover letter and resume to the Executive Director. Please highlight any experience that specifically addresses the essential functions of this position. To submit an application electronically, email [melanie@peaceathome.com](mailto:melanie@peaceathome.com) with "Shelter Manager" in the subject line. To submit your application via postal service, please send it to: PO Box 1942, Roseburg OR 97470.

**Summary:** The Shelter Manager is responsible for the daily operations, ongoing evaluation and continuous improvement of the shelter program.

### Essential Duties/Responsibilities

#### Supervision:

- Provide daily supervision of shelter program staff and offers direction
- Convene weekly meetings with program staff and monthly individual formal supervision
- Available as a resource for direct service staff to answer questions or discuss client services
- Complete professional development plans with staff
- On boards, trains, and supports shelter staff and volunteers regarding shelter policies and procedures including agency philosophies around diversity, equity, and inclusion; trauma informed care; and our solution-focused and strengths-based approach.
- Responsible for being on-call 24/7 for staff and residents

#### Client Services:

- Provide comprehensive advocacy services to survivors of family violence, sexual assault, stalking and human trafficking

- Provide follow-up advocacy assistance, safety planning, information and referral to shelter residents and non-shelter clients
- Maintain client files, forms and disbursement of resources including petty cash
- Provide case management and transportation to shelter residents, as needed
- Ensure shelter program client information and extensions are up-to-date and accurate

#### Resources

- Actively consider costs (time, money and materials) when performing essential duties
- Conceptualize new ways to conserve resources (time, money & materials)

#### Administrative & Facilities Management

- Enter shelter data into database, compile surveys and progress reports
- Complete annual Fair Housing Training, Civil Right training and other certifications
- Attend all staff meetings, staff development activities and on-going trainings
- Maintain shelter facilities and make recommendations for repairs, upgrades etc.
- Network with other agencies and community partners on behalf of survivors
- Update shelter program procedures and paperwork

#### Physical Demands

- Some lifting of up to 50lbs is required

#### **Qualifications and Skills:**

BA/BS preferred or equivalent experience in advocacy/resident services program. 2 years of program development and program management experience. 2 years of staff supervision experience.

#### **Other Requirements**

- Ability to occasionally travel within and outside of Oregon State. Must have a passing driving record, current driver's license and proof of car insurance
- Ability and willingness to be on-call, work weekends and evenings may be required
- Adheres to all agency policies and practices
- Current criminal background check and pre-employment drug screening required

**The USDOJ and Battered Persons' Advocacy are equal opportunity providers and employers.**