



ASSISTANT SHELTER DIRECTOR

Elizabeth Freeman Center seeks an experienced, passionate assistant shelter director to guide evening programming and staff in EFC's emergency shelter for survivors of domestic violence and their children.

EFC's shelter is a secure, residential, 10-bedroom house that can accommodate 10-14 households. We shelter survivors of domestic and sexual violence who are in danger of imminent harm. Staffing includes a shelter director, counselor/advocate, child/family advocate, house manager and 24-hour coverage staff.

Visit elizabethfreemancenter.org/jobs for more information.

Responsibilities:

- Ensure a safe, welcoming, and well-maintained environment for all guests in shelter
- Help guide the smooth functioning of shelter, including guest screening and intake, crisis intervention, strong advocacy, counseling and group support, community-building, conflict mediation, and transition support for life after shelter
- Support and supervise evening shelter staff/volunteers and programs
- Further agency's commitment to a "reduced rules" shelter philosophy (see [How the Earth Didn't Fly into the Sun](#) for more information)
- Provide advocacy, emotional support, and crisis intervention to shelter guests
- Organize community-building events and activities in shelter
- Maintain excellent shelter records, track outcomes, and ensure staff comfort with - and use of - database
- Ensure shelter evening staff (yourself included) maintain appropriate and professional boundaries with shelter guests and adhere to strict guidelines and protocols to ensure guest confidentiality and security
- Complete all other duties to ensure that shelter guests are provided with professional, empathetic, affirming services within the context of the agency's mission and consistent with grant and legal requirements

Qualifications:

- Experience as manager or supervisor
- Experience working in residential settings preferred
- Mental health/substance abuse counseling background and/or social work license strongly preferred

- Demonstrated success in building, developing, and retaining strong, positive working relationships with staff, clients, and agency partners
- Strong connection to Berkshire County
- Skills in leadership, organization, staff motivation and collaboration, problem solving, and conflict resolution
- Knowledge of the dynamics of domestic and sexual violence and the impact of trauma
- Commitment to a “reduced rules” shelter philosophy (see [How the Earth Didn’t Fly into the Sun](#) for more information)
- Commitment to fostering a workplace culture that appreciates cultural difference, and is trauma-informed and social justice-centered
- Must successfully pass Criminal Record Check-CORI and have valid Massachusetts driver’s license and reliable transportation

Work Hours:

40 hours per week, 4 pm to 12 am, Tuesday through Saturday, with flexibility as necessary for outreach activities, trainings, staff meetings and supervisory responsibilities.

Supervisor:

Shelter Director (programmatic), Director of Clinical Services (clinical)

Compensation and benefits:

Competitive salary, excellent benefits.

Applying:

To apply, please send cover letter and resume to jobs@elizabethfreemancenter.org. Applications are rolling until the position is filled.

Elizabeth Freeman Center is an Affirmative Action/Equal Opportunity Employer (AA/EOE). Survivors of domestic or sexual violence, people of color, people with disabilities, people who are bilingual/bicultural, and members of the LGBTQ community are strongly encouraged to apply.

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