



PART TIME SHELTER RELIEF STAFF
Undisclosed location, Berkshire County

Elizabeth Freeman Center (EFC) seeks an energetic, passionate person to serve as relief staff in our shelter to fill in for staff absences, often on short notice. The part time relief staff works as part of the shelter team to provide comprehensive services to families living in emergency shelter due to domestic violence.

Applying:

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

Responsibilities include:

- Help to create a safe, welcoming, and well-maintained environment for all guests in shelter
- Provide individual support services, including:
 - answering 24-hour hotline during shift, including responding to crisis calls, assessing for safety, offering support, and providing referrals
 - providing a visible presence for guests in residence at all times
 - engaging with the shelter guests and being available to support guests in the kitchen and other common areas of the house
 - crisis counseling, intervention and de-escalation
 - individual counseling and advocacy
 - connecting participants with community resources as needed
 - proper timely documentation and file reviews
 - caring for office and vestibule (sweep, mop, empty trash)
 - preparing shelter for the day including general upkeep of facility
 - entering SafeLink documentation
- Participate in regular trainings, as possible
- Participate in continuing professional development tasks
- Attend monthly shelter staff meeting
- Maintain appropriate and professional boundaries with shelter guests, use good judgment, and adhere to strict guidelines and protocols to ensure client 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 requirements

Preferred qualifications:

- Personal and/or work experience in domestic violence, sexual violence, or trauma
- High School Diploma, and/or Associate or Bachelor's Degree in Social Services/related field, and/or relevant work or life experience
- Bilingual skills preferred (English and Spanish/other)
- Ability to work independently, demonstrate good listening and empathetic skills



- Ability to multitask and work well as part of a team
- Strong written and spoken communication, and proficient computer skills
- Ability to keep excellent records and fulfill all reporting requirements
- Commitment to social justice and anti-oppression work, and respect for cultural diversity
- Commitment to a positive, nonjudgmental and “reduced rules” shelter philosophy (see [How the Earth Didn’t Fly into the Sun](#) for more information)
- Ability to climb and descend stairs and lift/carry up to 25 pounds
- Flexibility in working hours and the willingness to work holidays as they coincide with regular shifts
- Must successfully pass Criminal Record Check-CORI and have valid Massachusetts driver’s license, safe driving record, and reliable transportation

Work Hours:

Currently need reliable per diem relief staff to cover shifts as needed, often times on short notice.

- Daytime shifts are 8 am – 4 pm
- Evening shifts are 4 pm – 12 am
- Awake overnight shifts are 11:45 pm – 8 am

Currently need coverage on Saturdays 4 pm – 12 am with regular opportunities for additional hours.

Compensation and benefits:

This position offers: \$16.50 per hour plus a \$1/hour differential for overnight shifts, sick leave benefits, engaged and dedicated colleagues, training and education in best practices, career development opportunities, openness to innovation, and the opportunity and resources to do meaningful, impactful work. Additional benefits available for staff working at least 30 hours weekly.

Supervised by:

Shelter Director

Elizabeth Freeman Center is an Affirmative Action/Equal Opportunity Employer. Survivors of domestic or sexual violence, people of color, and members of the LGBTQ community especially encouraged to apply.