



## SHELTER DIRECTOR

*Elizabeth Freeman Center seeks an experienced, passionate shelter director to guide the operation of 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 an assistant director, counselor/advocate, a child advocate, a house manager and 24-hour coverage staff.*

Visit [elizabethfreemancenter.org/jobs](http://elizabethfreemancenter.org/jobs) for more information.

### **Responsibilities:**

- Create a safe, welcoming, and well-maintained environment for all guests in shelter
- Lead, supervise, and support a dedicated and diverse shelter staff team
- Oversee day-to-day smooth functioning of shelter, including guest screening and intake, crisis intervention, advocacy, counseling and group support, community-building, conflict mediation, and transition support for life after shelter
- Participate as a member of agency's senior management team
- Provide on-call emergency response on some evenings and weekends as a member of EFC's physical response team
- Further agency's commitment to a "reduced rules" shelter philosophy (see [How the Earth Didn't Fly into the Sun](#) for more information)
- Ensure 24-hour staff shelter coverage, including hotline coverage during non-business hours
- Maintain excellent shelter records, track outcomes, generate reports monthly, and ensure staff comfort with - and use of - database
- Monitor program budget, account for spending, and provide necessary financial documentation
- Review and revise shelter policies and protocols as needed
- 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 and supervisor (minimum 3-5 years preferred)
- Experience working in residential settings (minimum 2-4 years 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, conflict resolution, computers/technology, and oral and written communication
- 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 (including some evenings and weekend days), and on-call emergency response duties some evenings and weekends

**Compensation and benefits:**

\$55,000-60,000/year depending on experience and on-call responsibilities, and excellent benefits.

**Applying:**

To apply, please send cover letter and resume to [jobs@elizabethfreemancenter.org](mailto: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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