

## **Shelter Specialist**

### **Job description**

The Shelter Specialist empowers victims of domestic violence and homelessness by providing a safe, clean environment, and direct services to shelter residents, and assists residents with shelter needs as they arise. This position answers the hotline and provides information and referrals and is able to triage questions and assist in safety planning using a trauma informed approach.

### **Qualifications:**

- High school diploma or equivalent.
- Work experience in domestic violence, social services, human services or related field preferred.
- College course study in the areas of social work, psychology, education or related field is preferred.
- 40 hours of domestic violence training provided.
- Possess the temperament to work closely with individuals and families experiencing domestic violence, homelessness, and co-occurring disorders in a therapeutic milieu.
- Demonstrate knowledge of individual differences with respect to gender, race, ethnicity, culture, and age as well as social, economic, developmental, and environmental factors, and understands the importance of these characteristics.
- Knowledge/skills in the area of individual and family functioning.
- Ability to work flexible hours including some weekends.
- Ability to maintain the highest level of confidentiality and professionalism.
- Valid driver's license and proof of auto insurance.

### **Duties and Responsibilities:**

- Provide confidential support to persons experiencing domestic violence and homelessness.
- Provide IDVA information and safety planning to victims.
- Actively remain knowledgeable/informed about social agencies in the area for possible referrals.
- Staff on-site hotline and shelter from 4:pm to 12:am
- Maintain appropriate records of persons served - filing of service information and preparation of new files.
- Enter monthly service and program statistics.
- Clean rooms as they are vacated by persons served.

- Clean and organize main office.

**Benefits:**

**We offer a full benefit package including :**

- **17 paid vacation Days (Can be used after 90 days)**
- **12 Sick Days (Can be used after 90 days)**
- **10 paid holidays**
- **Employers pays 75 % of medical insurance premiums**
- **Dental, Vision, and Life insurance**
- **401 k with match**

**2nd shift position Tues - Sat with additional \$1/hr weekend premium**

**3rd shift positions available also**

Crosspoint Human Services is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, sexual orientation, status as a protected veteran, or status as qualified individual with a disability.

Job Type: Full-time

Pay: From \$16.25 to \$17.25per hour

Benefits:

- 401(k)
- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Referral program
- Vision insurance

Schedule: Evening Shift and Night Shift available

Work Location: In person