

## **Domestic Violence /Shelter Manager**

### **Job description**

Do you have a passion for helping others? This position provides supervision and direction of assignments and activities of the staff, while ensuring the provision of quality , professional services. Crosspoint provides professional services in a safe and therapeutic manner to persons served living in our shelter or in need of Domestic Violence services. At Crosspoint Human Services we are dedicated to helping our community and those that we serve to improve their overall mental health and personal safety.

### **What we offer :**

- The ability to work with individuals of all ages.
- Professional growth opportunities within our organization.
- **Full time positions receive benefit package:**
- **Health (employer pays 75% of monthly premium), dental ,and vision, insurance.**
- **Life insurance (100% Employer paid) Flex Benefits available also**
- **401k (with match),**
- **17 Vacation days and 12 sick days per year(Can begin to use after 90-days)**
- **10 paid holidays and much more**
- Full administrative support.
- Strong work/life balance
- Opportunity to make a difference and help Domestic Violence Survivors rebuild .

### **Responsibilities:**

- Lead the day-to-day operations of assigned programs and ensure that agency responsibilities are met.
- Monitors staff service hour requirements to ensure the program operates within the requirements of all grant /funders.
- Ensures timely, compliant and thorough documentation by assigned staff.
- Ensures 24/7 shelter coverage scheduling while minimizing overtime.
- Coordinate all staff development activities and compliance of training requirements.
- Oversee the operation and services of the transitional shelter.
- Monitors and ensures staff completion of peer record reviews and record monthly.

### **About Crosspoint Human Services**

Crosspoint Human Services is a non-for-profit organization that provides quality human services in a competent and reliable fashion to individuals, families, and the community. We provide services to all ages from diverse backgrounds in the Central Illinois area while utilizing various therapeutic methods, and we are committed to person centered care and clinical excellence. Crosspoint Human Services is an equal opportunity employer. We celebrate diversity and are fully committed to creating an inclusive work environment for all our employees.

Job Type: Full-time

Schedule:

- 8 hour shift
- Monday to Friday

Work Location: In person