



## **Coordinator of Shelter Programming**

*Elizabeth Freeman Center seeks a passionate supervisor to assist in the management of shelter operations, with a key focus on the development, implementation, and expansion of programming in EFC's emergency shelter for survivors of domestic violence and their children.*

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

### **Responsibilities:**

- Ensure a safe, welcoming, and well-maintained environment for all guests in shelter
- Ensure 24/7 staffing by working in coordination with the shelter director to fill or cover shifts as necessary
- Help guide the smooth functioning of shelter, including guest screening and intake, advocacy, emotional support, crisis intervention to shelter guests, and transition support for life after shelter
- Ensure all guests have a comprehensive safety plan upon entering and leaving the shelter
- Ensure all guests are receiving individual counseling, including the DV/SV curriculum
- Develop, implement, and oversee programming that meets the needs of survivors who are temporarily residing in shelter due to acute safety concerns
- Facilitate groups and lead programming that supports and enriches the lives of guests
- Ensure programming is both holistic and culturally inclusive, with an emphasis on the empowerment model that is therapeutic, trauma informed, and survivor centered
- Provide leadership to shelter staff to ensure consistent, collaborative, and engaging programming, including training and on-going support
- Build relationships and collaborate with other organizations to bring in programming
- Maintain appropriate and professional boundaries with shelter guests and adhere to strict guidelines and protocols to ensure guest confidentiality and security
- Contribute to a positive working environment for staff and volunteers
- Maintain excellent records, fulfill all reporting requirements, track outcomes and participation
- Completing all other duties to further EFC's mission and to ensure that survivors are safe and are provided with professional, empathetic, affirming services within the context of the agency's mission and consistent with grant and legal requirements

**Qualifications:**

- Experience working in residential settings preferred
- Commitment to a positive, nonjudgmental and “reduced rules” shelter philosophy (see [How the Earth Didn’t Fly into the Sun](#) for more information)
- Skills in leadership, organization, collaboration, problem solving, and conflict resolution
- Experience facilitating groups, leading programming, and activities
- Experience providing counseling required and a background in substance use and mental health disorder strongly preferred
- Demonstrated success in building, developing, and retaining strong, positive working relationships with supervisors, staff, clients, and agency partners
- Knowledge of the dynamics of domestic and sexual violence and the impact of trauma
- Commitment to social justice and anti-oppression work, and respect for cultural diversity
- High School Diploma and associate or bachelor’s Degree, and/or relevant work or life experience
- Strong listening and empathetic skills, good written and spoken communication, and proficient computer skills
- Ability to prioritize responsibilities and shift from one task to another with ease
- Ability to work well both independently and as part of a team
- Flexibility in working hours and the willingness to work holidays
- Must successfully pass Criminal Record Check-CORI and suitability to work with minors check, have valid Massachusetts driver’s license, reliable transportation and carry EFC’s insurance waiver to provide transports for guests if necessary

**Work Hours:**

40 hours per week, primarily evening and weekend hours, with flexibility as necessary to ensure adequate shelter coverage.

**Supervisor:**

Shelter Director (programmatic), Shelter clinical supervisor (clinical)

**Compensation and benefits:**

Elizabeth Freeman Center believes in offering all staff competitive salary and 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. This position currently begins at \$26 per hour (\$54,080 annually) plus add-on hourly increments for bilingual skills in frequently used languages, special skills and education, and a year-end bonus depending on funding. EFC pays 85% of health insurance premiums and contributes to an FSA. EFC has generous paid leave as well as other benefits.

**Applying:**

To apply, please send a cover letter and resume to [jobs@elizabethfreemancenter.org](mailto:jobs@elizabethfreemancenter.org). Deadline is rolling until position is filled. EFC is an Affirmative Action/Equal Opportunity Employer. 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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