

**SHELTER AND SHELTER RELIEF STAFF – Regular shifts and fill-in
Undisclosed location, Berkshire County**

Elizabeth Freeman Center (EFC) seeks energetic, passionate people to serve as shelter staff and shelter relief staff and work as part of the dynamic shelter team to provide comprehensive services to families living in emergency shelter due to domestic or sexual violence.

Applying:

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

Responsibilities include:

- Help to create a safe, welcoming, well-maintained environment for all guests in shelter
- Provide support services, including:
 - being a visible presence and support to guests in residence at all times
 - assist with house walk-throughs and security checks
 - providing crisis intervention and de-escalation for guests in distress
 - completing proper timely documentation and file reviews
 - respond effectively to emergency situations
- Answer 24-hour hotline during shift
- Care for the physical wellbeing of the house, including cleaning and disinfecting areas
- Participate in regular trainings as possible and engage in continuing professional development
- Maintain appropriate and professional boundaries with shelter guests and adhere to confidentiality guidelines and protocols
- Complete all other duties to promote the agency's mission

Qualifications:

- 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 remain awake, alert, and busy during overnight shifts
- Ability to climb and descend stairs and lift/carry up to 35 pounds
- Ability to clean and sanitize all areas of shelter regularly, including operating cleaning equipment and utilizing chemical cleaning supplies
- Flexibility in working hours and the willingness to work holidays
- Personal and/or work experience in domestic violence, sexual violence, or 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 work well both independently and as part of a team
- Ability to multitask, keep excellent records, and fulfill all reporting requirements



- Ability to take 50-hour training (training time is paid)
- Must successfully pass Criminal Record Check-CORI and have valid Massachusetts driver's license, safe driving record, and reliable transportation
- Bilingual skills (English and Spanish/other) preferred (and compensated at higher rate)

Work Hours:

Saturdays, 4 pm to midnight, and various relief shifts, as available – primarily weekends, overnight and holidays

Compensation and benefits:

\$23/hour for those having at least four assigned shifts. \$22/hour for less than four assigned shifts. The base salary is increased \$1/hour for overnight shifts. There are also increments for bilingual English/Spanish skills (\$1/hour), for education and/or special skills. Year-end bonus depending on funding.

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.