Safe Harbor

After Hours Managers Part time (10-20 hours a week)
Job Posting

Duties

Client/Social Services
- Appropriately responds to crisis calls and provides staffing of front desk and advocate support from 9:00pm-7:00am.
- Responsible for crisis intervention, assessment and implementation of services for victims of domestic and sexual violence.
- As needed; conduct intake interviews for new residents; provide advocacy, safety planning and case management support services for Safe Harbor clients.
- Assure the evening needs of residents are met, as well as ensuring residents have completed chores and the facility is clean and orderly.
- Conduct shelter resident checks and security checks; checking door locks, windows and blinds. This also includes setting alarms and monitoring security cameras.
- Clean room and bag personal items if a resident does not return to shelter.
- Respond empathetically to victims of crime to reduce levels of trauma and provide support during crisis intervention.
- Assist in referring individuals to appropriate community resources for additional assistance and counseling.
- Communicate and deal effectively with individuals and groups in stressful situations.
- Act as a Safe Harbor liaison and collaborate with community organizations to meet survivor needs.
- Ability to operate with a flexible schedule.
- Maintain and review required documentation and data collection.
- Follow state and federal laws on victim confidentiality.
- Work closely with Shelter Assistant, Lead Advocate and/or Operations and Shelter Director to oversee and maintain the general cleanliness of Safe Harbor Buildings.
- Perform other duties as assigned.

Grant and Contract Compliance
- Maintain grant contract compliance and participate in required trainings.
- Collect needed service statistics for grant reports.

Management and Collaboration
- Attend and participate in regularly scheduled administrative, team and staff meetings.
• Check email communications each time you report to work and at least one other day during the work week.
• Some occasional travel required.
• Report to the Lead Advocate.

Qualifications
• High school graduate or equivalency.
• Must complete the 40 hour Rape Advocate Training provided by UCASA within six months.
• Ability to communicate effectively, provide conflict resolution, problem solve and crisis manage. Excellent ability to assess and intervene with appropriate and effective intervention.
• Good organizational, communication, computer skills and the ability to handle multiple projects simultaneously required.
• Must be able to relate positively to persons who are diverse in age, ethnicity, socio-economic levels, beliefs and lifestyles.
• Ability to work independently and with minimal supervision
• Understand the importance of Safe Harbor Crisis Center and its volunteer’s role in the community.
• Support Safe Harbor Crisis Center’s mission and vision.
• Must communicate clearly in both verbal and written formats.
• Effectively listen to and understand information and ideas as presented verbally.
• Maintain current CPR and First Aid certification.
• Must pass a background investigation check (BCI) and provide copies of current Utah driver’s license, and social security card.

Preferred Qualifications
• Preference given to those with experience in direct social service with knowledge in sexual violence, domestic violence, women’s issues, human and child development, and working with families in crisis.

Reports to: Lead Advocate
Hours: Part time 10-20 hours weekly; weekday and weekends 9pm-7am
Salary: $9.27/hour DOE
To Apply: Send cover letter and resume to the Lead Advocate at jaclyn@safeharborhope.org, or fax 801-444-9170 or PO Box 772 Kaysville UT 84037.
Deadline: Open until filled
Website: www.safeharborhope.org

Safe Harbor Crisis Center is an Equal Opportunity employer.