

## EI REFUGIO, INC.

### Job Description

<b>Job Title:</b>	Shelter Director
<b>Job Classification:</b>	Full-time, salary
<b>Reports to:</b>	Executive Director
<b>Salary:</b>	DOE, plus benefits

**Job Summary:** Responsible for overseeing the day to day operations of the emergency shelter and housing grants. Responsibilities include overall management of the shelter and supervision of shelter staff to ensure effectiveness and efficiency in the delivery of critical service needs.

#### **Essential Duties and Responsibilities:**

- Coordinate and supervise all aspects of the shelter and housing projects. This will include but not be limited to client intakes, assessments, goal planning, support services, education and other aspects of case management.
- Attend and participate in supervision with Executive Director.
- Coordinate in-service trainings or conduct the training needed.
- Work closely with ED to develop and implement agency policies and procedures.
- Review of client files, progress notes, discharges. Enter information into a data base.
- Oversee the food program, ensure monthly invoice is being submitted on time and documentation is correct. Grant for food program will be written by Shelter Director.
- Must meet all deadlines for funding reports, including annual reports.
- Provide crisis intervention services as needed.
- Be on call for emergencies.
- Monitors and evaluates staff performance.
- Effectively supervises staff and provide guidance, advice, and counsel on professional development; conducts one to one supervisory sessions with staff to manage expectations and maximize staff performance.
- Provides orientation and training to all new hires and periodic refresher training to all shelter employees.
- Submits program reports and data to funding sources and Board of Directors prior to the due dates.
- Participates in the development and implementation of fundraising activities.
- Assists in writing grant proposals that support existing shelter programs/projects.
- Attends and participates in all staff meetings, monitoring sessions, community events and other agency related business.
- Attend pertinent off-site meetings, trainings and conferences.
- Attends to overall maintenance and facility repairs.

- Ensures the safe and efficient operation of the kitchen.
- Ensures all fire extinguishers are up to date and fire exits are working properly.
- Coordinates volunteer training and oversees volunteers in shelter.
- Performs duties as assigned to effectively conduct the agency's business.

### **Qualifications and Knowledge Skills Required**

- Experience and knowledge in the dynamics of domestic violence and working with domestic violence population.
- Applicant must have experience in personnel management.
- This position requires effective organizational, problem solving and written and oral communication skills.
- Must be able to attend in a 32 hour on the job training, 40 hours core advocacy training conducted by the NM Coalition against Domestic Violence.
- **Bachelor's Degree in social work, mental health, or human service related field with at least three (3) years of successful experience in an administrative leadership position is preferred. Five (5) years of training, management, experience and working with relevant population may substitute for education.**
- Applicant must have a valid NM driver's license, reliable transportation and will be required to pass a background check. A TB and drug/alcohol test required as well.