

# womenspace

## END THE SILENCE

**Job Title:** Safehouse Manager

**Supervisor:** Chief Operating Officer

**Location:** Safehouse

**Shift:** Five days a week split with assistant & 24-hour back up duties

**Employment status:** 1.0 FTE; Salaried & Exempt, \$32,000-\$35,000/year; DOE

**Summary:** Support the leadership and direction for Womenspace. Manage and support the Safehouse program and team. Work with Womenspace to provide a safe and healthy environment for the residents. Collaborate with community agencies and businesses.

### **Essential Duties and Responsibilities for all Safehouse staff:**

- Work as part of the Safehouse Team and the Womenspace Team.
- Orient new residents to the Safehouse and Womenspace services.
- Properly manage intake, emergency case management and exit processes.
- Provide advocacy, education and support for residents.
- Answer Crisis Line phone and respond to calls. Provide information and referrals, safety planning and screening for shelter and other Womenspace or community services.
- Provide parenting support and respite childcare for parents in Safehouse.
- Attend meetings and trainings as assigned.
- Maintain accurate paperwork, statistics and fiscal documentation.
- Assist with training of staff and volunteers.
- Work with the Safehouse team in providing culturally competent services for residents.
- Assist with facility and vehicle maintenance.
- Appropriately manage confidential information.
- Responsibility for assuring the premises are clean and orderly
- Other duties as assigned.

### **Specialized Position Duties:**

- Manage the Safehouse Team including phone support.
- Maintain the Safehouse schedule
- Be in compliance with reporting requirements for the Safehouse.
- Oversee physical maintenance of the Safehouse facilities and vehicles, materials and equipment, and ensure adherence to fire codes and safety procedures
- Maintain the Safehouse operation manual and safety plan.

### **Additional Leadership Duties:**

- Be part of Agency 24-hour Back-up rotation.
- Available for phone support to the Safehouse staff.
- Attend Agency Leadership team meeting and be a part of leadership decisions.
- Attend meetings and establish and maintain collaborations in the community that will benefit our survivors.
- Be part of Back-up Rotation

### **Knowledge, Skills and Abilities:**

- Knowledge and understanding of the dynamics and impact of intimate partner violence (IPV) including the effect on children and parenting.
- Experience working with survivors of intimate partner violence (IPV) preferred
- Knowledge, experience, and ability to work with people from diverse backgrounds and underserved communities.
- Knowledge of and commitment to continual learning in the areas of oppression and privilege
- Experience in crisis intervention and presents a calm approach to crisis situations.
- Ability to work independently, multi-task and prioritize work appropriately
- Ability to seek out community resource information relevant to survivors of intimate partner violence (IPV) working with DHS.
- Highly skilled in oral and written communication and active listening; ability to demonstrate survivor-led communication and interaction.
- Ability to remain calm, make sound decisions, give clear direction and provide strong leadership in crisis situations.
- Ability to provide advocacy by phone and in person; maintain a survivor-centered focus.
- Ability to manage self-care; balance of work and personal life effectively
- Ability to give and receive positive and constructive feedback
- Ability to use Microsoft office Programs: Word, PowerPoint, Excel, Outlook
- Ability to use office equipment.
- Ability to provide informative DHS presentations about (IPV) and Womenspace services.
- Familiarity with community partners and the importance of community collaboration.
- Well organized, creative, empathetic, and people oriented.

### **Qualification Requirements:**

- Commitment to the Womenspace Mission.
- Written and spoken Bilingual fluency in English/Spanish preferred.
- Management experience preferred.
- Must complete Direction's Supervision training within two years of hiring date.
- Must have current insurance coverage and a valid driver's license.
- Pass background check and department of motor vehicle driving record review.
- Successful completion of Womenspace training program within the last 3 years or active employment (includes the 32-hour DHS training and on site shadowing) **Can be completed after hire.**

### **Application Procedure:**

- Visit our website [womenspaceinc.org](http://womenspaceinc.org) to download application.
- Submit a cover letter, resume and application.
- Only submissions with all parts completed will be considered.
- Submissions can be mailed to: Womenspace, Attn: Human Resources, PO Box 50127 Eugene, OR 97405 or emailed to [humanresources@womenspaceinc.org](mailto:humanresources@womenspaceinc.org) or submitted in person.
- Open until filled with first review on February 3rd 2017.

***The mission of Womenspace is to prevent domestic violence in intimate partner relationships in Lane County and support survivors in claiming personal power.***