

Shelter Coordinator

***My Sister’s House*** began in 2000 as a public campaign to establish the organization as Sacramento’s (in fact the Central Valley’s) first agency to address battering in the Asian and Pacific Islander community. This included providing the development of a culturally appropriate safe haven. Its mission was and continues to be “to serve the needs of Asian and Pacific Islander women and children impacted by domestic violence by providing a culturally competent safe haven that empowers them to achieve a life of human dignity.”

**The Shelter Coordinator is hired by the Executive Director and is directly accountable to the Deputy Director of My Sister’s House. The Shelter Coordinator shall manage the daily operations and functions of Shelter Programs and the following responsibilities:**

* Coordinate and manage daily operations and functions of the shelters.
* Provide direct services and case management to shelter residents.
* Participate and represent My Sister’s House at various community and collaborative meetings.
* Develop and conduct community outreach presentations on domestic violence issues.
* Conduct intake and screening of new clients in accordance to established criteria.
* Maintain a safe living environment for clients.
* Manage shelter resources in accordance with the organization’s budget.
* Provide case management support and crisis intervention to help line clients.
* Maintain accurate and up to date client records, statistics and information.
* Assist the Deputy Director and Executive Director with program for My Sister’s House.
* Respond to clients’ crisis calls.
* Other duties as assigned.

**Qualifications:**

* Bachelors in Psychology/Social Work or demonstrated experience (either paid or volunteer) in working in domestic violence or violence against women field required.
* Able to work with diverse populations, including Asian and Pacific Islander ethnic groups, youth, immigrants, refugees, lesbians, transgender, physically and mentally challenged, a wide age range from infants to elderly.
* Experience in working and/or managing a shelter preferred.
* Strong communication skills including writing and public speaking abilities required. Conflict resolution skills are highly desirable. Bilingual skills helpful. (Chinese, Hmong, or other Asian Pacific Islander language ideal.)
* Ability to manage multiple tasks and projects simultaneously and efficiently with minimal supervision.
* Ability to use email and MS Office 2000 programs.
* Valid driver’s license and ability to use personal vehicle for work; proof of car insurance.
* Ability to work as part of a team.
* A strong commitment to helping women and children in need.

**Position:** Full time (grant funded) – note work schedule varies

**Salary:** $18.50-19.00 per hour with benefits

**Deadline to apply:** January 24th, 2020 or until filled

**To Apply:**  E-mail application materials to [jobsmsh1@gmail.com](about:blank) OR

Send resume, cover letter and 2 sample writings:

My Sister’s House

Attn: Executive Director

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