



Shelter Manager

Overview:

Are you a passionate and experienced leader dedicated to supporting survivors of domestic violence? The Violence Prevention Center is looking for an empathetic and organized **Shelter Manager** to assist in overseeing the day-to-day operations of 24-hour Emergency Shelter and provide supportive case management to a small case load. This is a chance to make a profound difference every day in a supportive, survivor-centered environment!

What You'll Be Doing: The Heart of the Role:

As Shelter Manager, you will be a key leader, ensuring that all services are **advocacy-based, trauma-informed, and survivor-centered**. Your core responsibilities will include:

- **Operational Management:** Assist with overseeing daily shelter operations, ensuring the facility runs smoothly, safely, and that all policies and grant requirements are met.
- **Staff and Service Oversight:** Supervising part-time staff and their practices, ensuring high-quality services are delivered from client intake through discharge.
- **Client Support:** Providing **supportive counseling, advocacy, and crisis intervention** to clients who are survivors of domestic violence and their families. This includes assessing needs and monitoring client progress in collaboration with other staff.
- **Compliance and Documentation:** Along with the Director of Residential, ensure all required documentation is complete, files are accurate, and perform regular file audits.
- **Team Leadership:** Creating and maintaining staff schedules, providing support to staff and the Director of Residential Services, and assisting with potential client conflict resolution.

What You'll Bring: Your Qualifications

We are looking for a highly capable and compassionate individual who meets the following essential qualifications:

- Enthusiasm for the mission of the Violence Prevention Center and the survivors we serve
- A BA/BS in social work, or a closely related field, is required
- MA in social work, counseling, or equivalent experience strongly preferred.
- Excellent oral and written communication skills.
- Ability to work and connect with diverse populations.
- Skills to make sound decisions and exercise good judgement in stressful situations
- Capacity to work independently while collaborating with a team.
- Valid driver's license, automobile insurance, and reliable transportation required.

Hours: This position works a regular day schedule of Monday-Friday.

Compensation: This position offers a salary range of \$52,000- \$60,000 with a benefits package including health, dental, and life insurance, paid time off, and retirement plan options.

About the Agency: The Violence Prevention Center of Southwestern Illinois (VPC) works to eliminate domestic violence in individual lives and society as a whole. The agency believes that all people have the right to be free from harm, to be respected, and to determine and pursue their own goals. Operating with these values allows the VPC to meet clients where they are and empowers survivors to heal from trauma. The VPC accomplishes this through survivor-led support services, including a 24-hour crisis hotline, counseling, legal advocacy, emergency housing, and rapid rehousing. These life-saving services are essential to the survivors of domestic violence we serve and provide clients with the best opportunities to create lasting safety and peace in their lives.

To Apply: Please send a cover letter and resume to Darlene.jones@vpcswi.org