

RAPE AND ABUSE CRISIS SERVICE

SHELTER MANAGERS

JOB DESCRIPTION

Shelter staff is responsible to the Director of Shelter Services for the direct provision of twenty-four hour emergency shelter services and emotional support for victims of domestic violence. Each staff member will successfully complete training in crisis intervention, victim advocacy, and shelter procedures upon being hired. Primary responsibility is to ensure the emotional and physical safety of shelter residents. Shelter staff is responsible for daily and monthly paperwork required for the shelter. This description does not include various other responsibilities assigned to each shift.