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## **Stand Up Placer, Inc. – Job Description**

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**Position:** Safe House Manager  
**Reports To:** CEO/Executive Director  
**Location:** Stand Up Placer Safe House  
**Job Status:** Hourly/Full Time

### **ABOUT STAND UP PLACER**

Stand Up Placer provides comprehensive services to Placer County survivors of domestic violence, sexual assault, and human trafficking and their families. Our mission is: Saving lives by empowering survivors and educating communities to stand up to domestic violence, sexual assault, and human trafficking.

### **POSITION SUMMARY**

The Safe House Manager is responsible for implementing services for survivors of domestic violence, sexual assault, and human trafficking who reside in the Safe House. Coordinate, train, and supervise paid and volunteer staff in DV/SA/HT intervention, crisis line counseling and residential services.

### **ESSENTIAL RESPONSIBILITIES MAY INCLUDE THE FOLLOWING:**

- Work collaboratively within management team to provide seamless services to survivors including participation in the “on call” rotation
- Supervise all site paid staff and volunteers
- Conduct regular performance evaluations of paid staff and volunteers
- Conduct 1:1 supervision with each team member on at least a biweekly basis
- Work closely with Executive Director to ensure that the agency’s policies and procedures are in compliance with the mission and vision of the agency as well as all funding contractors’ requirements and best practices within the field
- Maintain Safe House facility in clean working order. Alert Executive Director of any service needs to facility
- Provide a caring, supportive, empowering, non-judgmental environment for program participants
- Maintain confidentiality for clients and personnel
- Provide case management supervision. Review case files and records for appropriate services and recommendations

- Implement and maintain all direct services, program records, statistics, and financial accounting for all grant and other funding sources requirements as well as general agency requirements; includes participation on the SART/DART
- Coordinate services including social services, legal, medical, educational, and residential as determined by site and program participants needs
- Manage residential program services
- Maintain and ensure safety and operation of facility and all equipment
- Maintain cooperative working relationship with all coworkers including volunteers
- Interface professionally and effectively with community individuals and agencies
- Build community partnerships through attending appropriate meetings in the community, online, and through listserve participation
- Keep Executive Director informed of all program, staff, and client developments including concerns, and grievances
- Discuss write ups, disciplinary actions, and performance evaluations with the Executive Director before discussing with staff or volunteer
- Inform Executive Director anytime a client is denied service or exited from the program
- Compile and consistently review and update Safe House operations manual

## **QUALIFICATIONS**

- Ability to set and maintain appropriate boundaries
- Ability to address crises and problem-solve effectively
- Ability to manage residential program
- Thorough knowledge of the various aspects of physical, sexual and emotional violence and survivors' and children's issues
- The ability to relate to individuals and groups of different abilities and cultures in an empathetic, non-judgmental manner
- Experience in program development and implementation; is a strong team leader/player
- Experience in training and supervision of staff and volunteers
- Excellent and effective verbal and written communication skills
- Excellent interpersonal and public speaking skills with ability to work effectively with diverse groups
- Passionate about Stand Up Placer's mission and able to promote and communicate the philosophy, mission and values of Stand Up Placer to external and internal stakeholders.
- Fingerprint clearance required
- Bachelor's Degree in counseling, sociology, psychology or a related social science field, and/or three years of experience in counseling and case management or equivalent work experience
- Domestic Violence/Sexual Assault Victim counselor certification as required by the State of California
- Qualify as Supervisor for domestic violence sexual assault victim counselor per State of California requirements
- Valid California Driver's license, current auto insurance, and reliable transportation, clean driving record.

## **ESSENTIAL PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicants must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

## **DISCLAIMER STATEMENT**

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.

## **COMPENSATION AND BENEFITS**

Compensation is commensurate with experience. Benefits include health insurance with Flexible Spending Account, paid vacation, holidays.

## **TO APPLY**

Applications will be accepted until this position is filled. Qualified applicants should send resume, cover letter and professional references to Marianne Nodes, at [marianne@standupplacer.org](mailto:marianne@standupplacer.org) with Safe House Manager in the subject line. Please indicate how you heard about this position.

Stand Up Placer is an equal opportunity employer. For more information you can visit our website at [www.standupplacer.org](http://www.standupplacer.org)

## **Acknowledgement**

I have read the contents of this job description and understand this document is not a contract for employment. Further, I understand that if hired, my employment with STAND UP PLACER (Agency) is at-will, and that I or the agency may terminate my employment at any time with or without cause or notice.

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Employee Signature

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Date

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Supervisor's Signature

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Date