



Stand Up Placer, Inc. – Job Description

Position: Safe House Manager
Reports To: Associate Director
Location: Stand Up Placer Safe House
Job Status: DOE

ABOUT STAND UP PLACER

Stand Up Placer provides comprehensive services to Placer County survivors of domestic violence, sexual assault, and human trafficking and their non-offending family members. 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 managing the Safe House program and staff, as well as the 24/7 Crisis Line. The SH Manager will work creatively to enhance the existing program and develop new programming to best support survivors and their families in the SH. The SH Manager must have a basic understanding of grant funding which impacts the SH program and ensure that data integrity is upheld. This position oversees the training and support of the SH staff to ensure that the SH staff understand and abide by trauma-informed service delivery, the empowerment model, the agency's mission and vision and are in compliance with funding contractors' requirements.

ESSENTIAL RESPONSIBILITIES MAY INCLUDE THE FOLLOWING:

- Manage existing residential program services and work creatively to grow the program
- Manage existing 24/7 Crisis Line program, including on call responsibilities.
- 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
- Understand the funding requirements for grant funding which impacts the SH program
- Coordinate on-site services/programming for clients, including: addiction assistance, social services, legal assistance, medical care, educational support, and residential support as determined by SH client needs
- Provide daily supervision to the Safe House team and the daily operations at the Safe House
- Ensure Safe House and surrounding grounds are maintained in a hygienic and safe manner.

- Conduct 1:1 supervision with the SH Coordinator
- Work with the SH Coordinator to provide additional support and guidance to the SH staff and volunteers
- Work collaboratively within the management team to provide seamless services to survivors
- Conduct annual performance evaluations for paid staff
- Work closely with the Associate 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
- Provide a caring, supportive, empowering, non-judgmental environment for program participants
- Maintain confidentiality for clients and staff
- Maintain and ensure safety and operation of facility and all equipment
- 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 the Associate Director informed of all program, staff, and client developments including concerns and grievances
- Discuss write ups, disciplinary actions, and performance evaluations with the Associate Director prior to taking action
- Compile and consistently review and update Safe House/Crisis Line operations manual
- Conduct community outreach, build partnerships, establish community relationships

QUALIFICATIONS

- BA/BS degree in psychology, counseling, or a related social science field and at least two years of experience operating a shelter **OR** a combination of education and experience in counseling, case management and shelter operations or other equivalent experience
- Ability to manage a residential facility with up to 55 clients and staff members
- Ability to maintain strong professional boundaries
- At least two years previous leadership experience managing a team, including supervision and training of staff
- Experience in program development and implementation; is a strong team leader/player
- Ability to address crises and use critical thinking to problem-solve effectively
- Thorough knowledge of the various aspects of physical, sexual and emotional violence of adults and children
- Ability to work under pressure, manage and meet multiple deadlines
- Ability to work sensitively with traumatized and diverse populations
- Ability to work independently and as a team
- Skilled in mental health services, trauma-informed care and de-escalation
- Excellent communication skills with clients, co-workers, and community partners
- 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

- Excellent organizational skills
- Working knowledge of Microsoft Office Suite
- Familiarity with Publisher, Prezi, PowerPoint, and Outlook welcomed
- Completion of 72-hour state-certified Crisis Intervention Training (post-hire requirement)
- Must be over the age of 18
- Reliable transportation, valid California Driver's License and proof of insurance
- Fingerprint clearance required
- Bilingual Spanish preferred

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, 401K, paid vacation, sick time and 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 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

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.

Employee Signature

Date

Supervisor's Signature

Date