Shelter Manager

**AGENCY**

JBWS is a private, nonprofit agency that provides safety, support, and solutions for abuse for anyone who faces the issues of intimate partner abuse regardless of severity of the abuse, marital status, income, gender identity or expression, sexual orientation, religion, or ethnicity. The vision of JBWS is to create a community-wide culture that refuses to tolerate the presence of any form of intimate partner violence. Empowerment of its victims and advocacy for social reform are at the heart of our mission and we are committed to advocating for the change necessary to achieve justice, equity, and inclusivity within our organization, our community and the systems with which we work on behalf of our clients. More than 75 paid staff and nearly 200 volunteers work together with the help of the community to fulfill the agency mission. JBWS is an equal opportunity employer. JBWS values diversity and is committed to creating an inclusive environment for all employees. We welcome and encourage people from all backgrounds to apply for a position at JBWS.

**JOB DESCRIPTION**

JBWS in Morris County is seeking a full-time Safe House Manager to work within our Crisis Services Domestic Violence Program. This manager oversees the daily operations of a team of advocates who are providing services to victims of domestic violence in the 24-hour Safe House. This position supports staff, interns, and Helpline volunteers in providing trauma-informed services through training and supervision. Other responsibilities include quality review of documentation, ensuring program shift coverage, collection of outcome measures, and direct service to families. Our ideal candidate has experience working with individuals impacted by complex trauma; approaches the work flexibly; and supports staff skill development through modelling, coaching, and guiding. Qualified individuals will have a deep knowledge and understanding of the experiences of marginalized communities, working collaboratively and flexibly with clients and team members to meet the needs of those served.

Schedule requirements: This is an on-site position requiring two evenings per week with flexibility to connect with staff on weekend shifts, as needed.

**QUALIFICATIONS**

* Master’s degree in social work/counseling or BA in social work plus minimum of 5 years’ experience in the field
* Minimum of 2 years’ managerial experience supervising staff in the delivery of direct services.
* Bilingual English/Spanish preferred
* Understanding of the impact domestic violence and trauma on individuals and families.
* Ability to effectively and independently make decisions based on sound judgment
* Flexibility in approach to support programming outside of usual job duties.
* Possess a valid driver’s license
* Proficient in Microsoft Office Suite
* Candidates with 40-hour domestic violence training preferred however candidates without training must complete 40-hours of domestic violence training upon hire.

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**SUBMISSION PROCEDURE**

All candidates should submit a cover letter outlining your interest in the position and a resume, along with the job title to employment@jbws.org.