



women aware

MOVING BEYOND ABUSE

Assistant Coordinator of Residential Services Job Description

This position is designed for a professional looking for a meaningful opportunity in an established and effective organization that makes impactful differences in the lives of women, children and families in Middlesex County. Women Aware takes pride in its reputation of more than 40 years as it has a proven track record in empowering individuals to “move beyond abuse.”

This job description is a broad outline of the responsibilities and duties of the Assistant Coordinator of Residential Services and will be amended, as needed, to meet the program priorities of Women Aware, Inc. and their ensuing work requirements. It should not be construed as a contract and does not create a contract of employment. Employment with the Agency is at-will.

Reports to: Coordinator of Residential Services

Qualifications:

- BA/BS required; Master’s Degree preferred
- Bilingual Spanish preferred
- Must be able to work cohesively with a team; be organized; familiar with databases and government policies.

Hours: Full Time 40 hours/week, M-F 12-8pm; evenings /weekends availability

General Responsibilities:

In collaboration with the Coordinator of Residential Services, carries the responsibility for overseeing the Safe House and Permanent Supportive Housing residential programs. This includes, but is not limited to the following:

- Provide a safe, non-judgmental, and empowering environment to clients and staff. Ensure service provision in accordance with accepted standards of care and ethics of the profession.
- Provide regular supervision to per diem staff. Ensure program coverage, including during weekends, holidays, and inclement weather. Act as a supervisor for programs when designated by the Coordinator of Residential Services.

Specific Duties:

- Ensure residential clients receive the following services: orientation, advocacy, intakes, case management, workshops, house meetings, resources and referrals, and crisis intervention. Support residents in achieving their case plan goals and objectives. Provide direct service as needed.
- Facilitate weekly case management meetings and ensure service delivery by best practice standards.
- Provide ongoing case management assistance to PSH program clients. Ensure program compliance.
- Assist with interviewing, hiring, and training of per diem staff.
- Facilitate regular quality assurance reviews: maintain client files and other records according to Agency documentation policy/procedure including statistics, goal plans, hotline call logs, intakes/exits, incidents, and other program paperwork.

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- Responsible for data collection and reporting. Ensure information is entered accurately into Osnium database.
- Assist with the preparation of monthly and quarterly reports.
- In collaboration with the Coordinator of Residential Services ensure 24/7 coverage. May be required to work alternate shifts, weekends or during inclement weather. On call availability.
- Alert Supervisor to any safety concerns.
- Other duties as assigned.

Salary and Benefits:

\$50,000-\$55,000 based on experience

Health, Dental, Vision, Life and Disability insurance; 401K; commuter benefit.

To Apply:

All candidates should submit a cover letter outlining your interest in this specific position and a resume to **nonprofitbiz27@gmail.com** (note Assistant Coordinator in the subject)

Women Aware is committed to diversity and creating an inclusive environment for all employees and clients. We encourage individuals from all backgrounds to apply for open positions.