



# women aware

MOVING BEYOND ABUSE

## 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 Safe House Supervisor 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:** Director of Client Services

#### Qualifications:

- BA/BS required; Master’s Degree preferred
- Bilingual Spanish preferred
- Supervisory experience, advocacy and crisis intervention skills required
- 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, evenings /weekends availability

#### General Responsibilities:

In collaboration with the Director of Client Services, carries the responsibility for overseeing the Safe House and Permanent Supportive Housing (PSH) programs. This includes, but is not limited to the following:

- Provide a safe, non-judgmental, and empowering environment to clients and staff.
- Conduct weekly supervision with Assistant Coordinator of Residential Services (ACRS) and Senior Case Worker, Child Advocate, and case workers.
- Ensure service provision in accordance with accepted standards of care and ethics of the profession.
- Conduct program evaluation to ensure compliance with agency guidelines and best practice standards.

#### 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 and case consultation as needed.
- Supervise the PSH program, select and screen PSH clients and maintain files for quality assurance.
- Responsible for hiring, training and evaluation of program staff.
- Ensure the facilitation of regular quality assurance: 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.

- Liaison to Middlesex County Welfare System. Review Welfare billing and staff advocacy efforts.
- Responsible for completing monthly, quarterly and annual reports, as assigned to residential programs.
- Ensure 24/7 coverage. May be required to work alternate shifts, weekends or during inclement weather.
- On call coverage, which includes evenings, weekends, and/or holidays as needed and directed by the Director of Client Services. Alert Supervisor to any safety concerns.
- Other duties as assigned.

**Salary and Benefits:**

\$55,000-\$65,000 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 Coordinator in 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.