Job Announcement - Shelter Household Coordinator

Location: On-site in San Francisco

Compensation: Full time – Hourly. Pay rate will be determined in part based on candidate’s years of experience related to essential duties and responsibilities. Generous health benefits and vacation package available.

Date Posted: January 21, 2022
Application Deadline: February 4, 2022

Summary
The Shelter Household Coordinator is responsible for nurturing a safe, welcoming, culturally responsive, and comfortable living environment for the residents of Asian Women's Shelter, including coordination of weekly food and supplies, weekly support and learning groups, and overall resident communication and well-being. The Shelter Household Coordinator works closely with the Facilities Coordinator and Shelter Adult and Children's Advocates.

Organization Description
Founded in 1988, Asian Women's Shelter (AWS) is a dynamic non-profit organization dedicated to ending domestic violence and promoting the social, economic, and political self-determination of women and all survivors of violence and oppression. AWS is recognized as a local, regional, and national leader in its field, known for its commitment to shared leadership, building effective collaborations, and movement-based services and cultural change work. Learn more about the Asian Women’s Shelter at www.sfaws.org.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Shelter Household Support (60%)
- Provide trauma-informed, survivor-centered support to shelter households.
- Provide Welcome Orientations to new residents on expectations for sharing space while living in the shelter, including fridge assignment, emergency preparedness, etc.
- Contribute to move-in and move-out preparations led by Adult and Children’s Advocates.
- In collaboration with Shelter Advocates and other staff, orient residents to household practices and expectations related to safety, respect, confidentiality of information and location.
- Lead and facilitate weekly Household Meeting with shelter residents.
- Coordinate and co-facilitate weekly Household Support Group for shelter residents.
- Coordinate weekly shopping, storage, and distribution of food and household supplies with the Facilities Coordinator.
- Coordinate Shelter staff (and other staff and volunteers as appropriate) to arrange ad hoc community-building events, holiday celebrations, and weekend activities for shelter residents.
- Meet with residents as needed to discuss household matters (e.g., food, household supplies, communication, addressing conflict, etc.).
- Collaborate with Operations & HR Director and Accountant to plan for and track household budget and expenses.

Facilities Support (15%)
- Collaborate with Facilities Coordinator to monitor and coordinate maintenance and development of shelter residential areas.
- Collaborate with Facilities Coordinator to ensure storage areas are maintained and organized (e.g., garage).
- Collaborate with the Facilities Coordinator to manage vendors providing one-time, recurring, and/or emergency services, including maintenance of updated vendor and resources lists.
General Shelter Support & Program Development (5%)
- Attend a portion of weekly Shelter Case Meeting to provide household updates and contribute to case communication and problem-solving.
- Participate in and contribute meaningfully to staff retreats, staff meetings, professional development, and program/organizational development opportunities.
- Support ad hoc organizational needs as possible and appropriate.

**Minimum Qualifications**

**Education and/or Experience:** At least one year of experience working with survivors of domestic violence and/or human trafficking.

**Language Skills:** Ability to read and interpret documents in English, such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to groups and to Limited English Proficiency individuals from diverse backgrounds. Fluency in another language in addition to English preferred.

**Mathematical Skills:** Ability to calculate figures and amounts such as totals, discounts, interest, proportions, percentages, area.

**Reasoning Ability:** Ability to solve practical problems and navigate a variety of concrete variables, in situations where only limited standardization exists. Ability to interpret a variety of instructions provided in written, oral, diagram, or schedule form.

**Computer Skills:** Knowledge of and ability to perform using Internet software (Chrome, Safari), MacOS (Apple operating system), Microsoft Office Suite (Excel, PowerPoint, etc.), Google Suite (Gmail, Google Calendar, Docs, etc.), databases (Apricot), and remote collaboration tools (Basecamp, Zoom, etc.). Knowledge of basic office equipment should include: Internet and email, copy and fax machines, telephone and smartphone.

**Certificates, Licenses, Registrations:**
- A valid California driver’s license, proof of automobile insurance, and safe driving record required.
- California Domestic Violence Counselor Training & Certification (Training requirements can be completed post-hire through AWS’s volunteer training program).

**Other Qualifications**
- Must be available to work occasional evenings and weekend days.
- Proof of COVID-19 vaccination unless granted reasonable accommodation for religious or medical reasons.

**Physical Requirements**
- The work environment includes settings of an office and shelter/communal living environment, and community meeting spaces. The noise level in these settings is usually noisy.
- This position engages in on-site work that require time spent sitting, standing, walking up and down stairs, driving, transporting items – which may include lifting or moving items up to 30 pounds, with at least one or more hours each day spent sitting, looking at a screen, using a computer and keyboard, phone, and/or video conferencing.

**To Apply:** If you are interested in this position and meet the minimum qualifications described above, please:
1. Email your resume listing your relevant experience to jobs@sfaws.org.
2. Complete and submit an online job application form at https://forms.gle/8DoTAuB8aRsBHYKi7.

*Asian Women’s Shelter is an equal opportunity employer. Asian Women’s Shelter is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities and will make reasonable accommodations when necessary.*