

Part-time Shelter Monitor

Safe Harbor is a private, 501(c)3 non-profit organization dedicated to helping victims of domestic violence in the upstate of South Carolina. We offer a continuum of services, providing safe emergency shelter, counseling, assistance with orders of protection, and transitional housing, as well as teen dating violence education and community outreach in Greenville, Pickens, Anderson, and Oconee counties.

At Safe Harbor, we strive to create a culture of inclusivity and empowerment. Approaching our work with different ideas, perspectives, and backgrounds cultivates collective strength and creativity. This brings us closer to the communities we serve and embodies our fundamental vision that all people feel safe and valued.

Team Members fulfilling the role of Shelter Monitor are critical to the success of the Safe Harbor mission. This position requires a strong desire to serve and empower others. This is an excellent position for someone seeking entry-level experience within the human services field. As well as those interested in serving female victims of domestic violence and their children within residential housing.

Safe Harbor provides an extensive training and shadowing program to best prepare the Shelter Monitor for their responsibilities.

Essential Duties Include:

- Process telephone and new arrival intakes for services.
- Orient new clients to the shelter program.
- See that the shelter is kept neat and clean; make sure all residents clean and assist with necessary tasks.
- Responds to residents' requests, rendering assistance as possible; respond to and resolve conflicts and crisis situations
- Maintains safety, security, and satisfaction of clients by monitoring community living environment and ensuring physical environment is following regulations and by making and documenting routine checks of clients.
- Assures quality and consistent services by being knowledgeable of and enforcing agency policy.
- Fosters a stable and peaceful environment by maintaining the Agency's values and principles of trauma-informed and cultural sensitivity, respecting our differences.
- Complete Victim Service Provider training each calendar year.
- Perform other duties as requested

Schedule: Safe Harbor shelters operate 24 hours 7 days a week. Employee will be responsible to work various shifts and maintain emergency coverage where necessary. The shelter monitor works overnights during the week, weekends and holidays.

Hours: 12a to 8a two to three nights per week. Weekend hours vary to include 8a to 4p, 4p to 12a or 12a to 8am. Approximately 24 hours each work week.

Knowledge, Skills, & Abilities:

- High school diploma required or GED equivalent
- Experience working in similar programs or nonprofit environments preferred (not required).
- Articulates ideas clearly (both written and orally), listens accurately, and establishes a personal rapport with people from a variety of backgrounds.
- Computer proficiency and technical aptitude with some knowledge of MS Office applications.
- Always maintains confidentiality.
- Dependable, flexible, and adapts quickly to changing situations. Maintains dignity and self-control in stressful situations.
- Caring and compassionate yet can be authoritative and assertive when the situation demands it.
- Knowledge of de-escalation (conflict resolution) methods, communication and techniques, and maintenance of appropriate boundaries or the willingness to learn.
- Ability to pass contingent screening of criminal background check and drug test

How You Make an Impact: If you're a mission-driven worker looking to make a difference for those in crisis, now is your time! Safe Harbor needs compassion, supportive people for our shelters.

- Supporting shelter clients fleeing abusive relationships
- Coordinate with team members for food, supplies, and security
- Oversee management of access to site for vendors, staff, volunteers, and clients
- Update various databases with client information
- Serve as on-site support for clients adjusting to community living
- Communicate any issues to management and on-call staff
- Engagement in the spirit of "doing whatever it takes"

COVID-19 Precaution(s):

- Remote interview process
- Personal protective equipment provided or required
- Plastic shield at workstations
- Social distancing guidelines in place
- Sanitizing, disinfecting, or cleaning procedures in place
- Reduction in number of clients in shelter program

Qualified and Highly Motivated Candidates may apply by sending their resume and cover letter to: employment@safeharborsc.org