



POSITION: Shelter Manager
JOB CODE: 3150 **GRADE:** 119G
DEPARTMENT: Community Services **DIVISION:** Human Services
REPORTS TO POSITION: Clinical Administrator
STATUS: Full-Time **FLSA:** Exempt

Position Summary

Position oversees day-to-day shelter operations; provides direct supervision to shelter staff; ensures that staff is following agency policies, procedures, and practices.

Position Responsibilities

1. Oversee day-to-day shelter operations.
2. Provide trauma informed therapeutic services to victims of domestic violence and sexual assault who are not residing in the shelter.
3. Assist with monitoring and tracking of grant allocations as related to the DV shelter program and client needs.
4. Provide safety planning, court accompaniment and domestic violence education to victims of domestic violence who are not sheltered; Answers and responds to hotline calls.
5. Provide direct supervision to shelter staff, including resident assistants (full, part-time, and substitutes);
6. Schedule 24-hour staff coverage of the shelter.
7. Arrange on-the-job intensive training for new shelter staff.
8. Coordinate regular shelter staff meetings.
9. Develop and enhance shelter policies, procedures, and practices in conjunction with the Clinical Administrator.
10. Identify critical needs, problems, and opportunities and make recommendations to the Clinical Administrator.
11. This position requires being on-call on a routine basis.

Minimum Qualification Requirements

Education

Master's degree in social work or similar field of study.

Experience

Minimum of Two (2) years' experience in social work services or a related field.

**An interested candidate with an equivalent combination of education and experience as listed above may be considered.*

Certificate(s) and/or License(s)

1. Possession of a valid Class "C" non-commercial driver's license with no more than three (3) points.
2. MSW candidates must possess a LMSW from the Maryland Board of Social Work.

3. Examiners; LCSW-C preferred.

Knowledge, Skills & Abilities

1. Thorough knowledge of treatment theories and their applications.
2. Thorough knowledge of available community resources.
3. Ability to establish effective working relationships with community institutions, including the courts, law enforcement departments, and other public agencies.
4. Ability to prepare case reports, court reports, and other documentation as required.
5. Strong organizational and communication skills.
6. Ability to supervisor others.

Miscellaneous Position Information

Working Conditions & Physical Requirements

This role is primarily sedentary in nature but may involve occasional strenuous effort, such as handling moderately heavy boxes, tools, equipment, or other materials; walking or climbing over uneven surfaces; and sitting/standing in fixed position for extended periods of time. Must be able to lift 50 pounds unassisted on a regular basis. General conditions involve working at a computer, using telephonic equipment, and interfacing regularly with internal and/or external stakeholders.

Work is normally performed Monday through Friday during normal business hours, however, may require alternate work hours 24 hours a day, seven (7) days a week.

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

Conditions of Employment

1. Prior to appointment, employees are subject to pre-employment medical history review and drug testing, extensive background investigation (which may require CJIS and NCIS clearance), including but not limited to reference checking, and driving history, and an evaluation of training or experience.

Benefits (*Not all positions may be eligible for these programs.)

Cecil County Government offers a full complement of benefits including medical, dental, life, disability, and AD&D insurance programs as well as a generous time off benefits. We understand that finding the right balance between home and career is a challenge and offer the following programs: employee assistance program, flexible work arrangements/compressed schedule and telework/remote office opportunities.

This position description is representative of the general and most important components of this role and does not characterize every aspect of the job; other duties and responsibilities may be assigned as warranted and deemed appropriate. This document does not constitute a contract of employment, nor a guarantee of continued employment. Cecil County Government is an equal opportunity employer.

By signing below the employee indicates this job description was reviewed, acknowledged, and accepted. Questions regarding the job description should be directed to Human Resources.

Employee Printed Name

Date

Employee Signature