

Self-Sufficiency Coordinator

Safe Haven Shelter & Resource Center

**20 hours/week: Schedule as follows but subject to change;
Tuesdays 10-3, Wednesdays 9-4 and Thursdays 10:30-6:30**

Position Summary

The Coordinator will organize and provide programming to cultivate skills that lead to increased autonomy and self-sufficiency for clients of the Resource Center. Four areas of advocacy include; Housing, Education, Employment and Connecting to Public Benefits and Community Resources.

Responsibilities

- ✦ Provide expertise and advocacy to help secure long-term housing
- ✦ Assist survivors when applicable in applying VAWA protections to their housing
- ✦ Provide direct-service and/or referrals for work-force preparation skills including resume building, interviewing, networking, and leveraging social media, internet
- ✦ Goal setting and assistance connecting survivors with educational resources (GED, local school visits, advocacy with academic institutions)
- ✦ Provide expertise through either direct service or referrals to assist survivors with self-care and development skills
- ✦ Provide direction and assistance with navigating and leveraging community resources
- ✦ Build and foster relationships for existing and new partnerships with community agencies
- ✦ Implement workshops centered on education, job-training skills, and utilizing community resources
- ✦ Assist clients with navigating government assistance programs
- ✦ Create a system to collect and record outcomes of each client in order to monitor progress
- ✦ Report results of program to management
- ✦ Facilitate support/education groups
- ✦ Coordinate Educational Empowerment Group with volunteer mentors
- ✦ Other duties as assigned

Qualifications

- Ability to interact and communicate with women in crisis and function well under pressure
- Experience in the areas of workforce training and providing education assistance
- Knowledge of government-funded and other housing assistance resources/agencies
- Understand and exemplify proper boundaries and ethics with clients
- Strong verbal and interpersonal skills
- Organized, self-directed and motivated
- Understanding of and adherence to feminist philosophy
- Experience working in the field of domestic violence
- Ability to use technology to track client data information and outcome statistics
- Acceptance of cultural, racial, religious, affectional preference

Other Requirement:

Must have driver's license, access to vehicle daily, and agency-required insurance liability limits

Attend all required meetings and trainings

Adhere to agency personnel policies

Survivors of domestic violence*, women of color, LGBTQ, and people of other underrepresented subcultures in our community are encouraged to apply!

Safe Haven's **'Employment Application'** can be found on our website: www.safehavenshelter.org

Safe Haven Shelter and Resource Center does not discriminate on the basis of race, color, creed, national origin, religion, sex, affectional orientation or gender identity, political affiliation, marital status, status with respect to public assistance, disability, or age in the delivery of services or employment practices.