



Shelter Programs Coordinator

Bradley Angle is a dynamic social service organization offering safe shelter and supportive services to survivors of domestic violence and their children since 1975. We offer an array of holistic programs and services focused on economic empowerment, housing assistance, LGBTQ programming, Healing Roots (a culturally specific program for African American survivors), group support, emergency shelter and youth and family supports. We are accepting applications for the Healing Roots Housing Advocate, based out of the Bradley Angle Resource Center.

STATUS: Full-time

SALARY: Starting wage: \$19/hour, health, dental, retirement, generous paid time off. \$70/week stipend on Backup 1 week a month and Backup 2 weeks a month.

LOCATION: Half-time at Bonnie Tinker shelter, and half-time between Tami Best units and Bradley Angle Resource Center. Meetings and participant appointments in the community as needed.

SUPERVISOR: Emergency Services Manager

OBJECTIVE: To support the day-to-day operations and advocacy services of Bonnie Tinker and Tami Best shelter programs.

CORE FUNCTIONS:

1. Work with participants, co-workers, supervisor, community partners, and all other relevant stakeholders in a manner that is consistent with, and promotes, the Bradley Angle Ethical Commitments and the Bradley Angle Organizational Values.
2. Support individuals and families living in Bonnie Tinker community shelter, and Tami Best scattered sites shelter with empathy and kindness.
3. Provide case management to two families at a time, at least one from each Bonnie Tinker and Tami Best shelter programs. Case management includes completing all necessary paperwork, updating case notes and stats, and providing information and referrals to services beyond a participant's shelter stay. Additionally, connect families to the Shelter Youth and Family Advocate as needed, and notify them of youth-focused activities and groups.
4. Coordinate with REACH on maintenance needs for Tami Best units, and loop in the Emergency Services Manager as needed for contract negotiation, etc.
5. Provide day-to-day support to Shelter Family Advocates, including brainstorming resources, making referrals to other service providers, and discussing housing options.
6. Lead the Bonnie Tinker House Meeting program—including scheduling a meeting facilitator for each week, as well as a childcare staff member. Brainstorm topics and activities with shelter staff for two daytime meetings a month, and two evening meetings a month.

7. Coordinate meetings, events and holidays for both shelter families Bonnie Tinker and Tami Best with collaboration and support with other shelter staff, including the Emergency Services Manager.
8. Rotate in Backup 1 and Backup 2 schedules—take one week a month to provide Backup 1 support—fill “last-minute” shifts, answer general questions, respond to emergencies/high needs situations, including helping to de-escalate participants, and potentially dangerous facility needs. This will include some evening and weekend hours, which can be flexed out of the Coordinator’s standard schedule or be used to accrue overtime when approved by the Emergency Services Manager. Rotate 2 weeks Backup 2 support a month to respond only after Backup 1 has been contacted and has been tried.
9. Coordinate Support group in shelter in collaboration with Advocates to plan and organize this group for Shelter participants. Update Shelter participants and staff of any groups Bradley Angle programs has plan and schedule as also search for groups in the community that will be beneficial and convenient to shelter participants.
10. Track participant assistance spending, and support Shelter Family Advocates in tracking funds spent in their case management. This will include collaborating with the Shelter to Stability Program Coordinator located at Raphael House of Portland.
11. Collect DHS statistics from Shelter Advocates and Emergency Service Specialists.
12. Coordinate openings and screening process for both shelter, Bonnie Tinker and Tami best.
13. Coordinate and support room/units update and set up for Bonnie Tinker and Tami best.
14. Support the Emergency Services Manager in updating Intake Paperwork, and other policies and guidelines. Participate in discussing program needs and changes with other shelter staff.
15. Participate in the weekly Participant Meeting.
16. Co-plan and co-facilitate the Shelter Site meeting with the Emergency Services Manager. Create opportunities for other staff to participate in meeting planning and facilitation.
17. Attend monthly Leadership Team meetings and participate in projects generated by that group.
18. Provide shelter updates at Advocates and All Staff meetings.
19. Maintain the confidentiality of our shelter locations and participants’ information.

QUALIFICATIONS:

1. The ability to relate to adult and youth domestic violence survivors from diverse backgrounds.
2. Reading and writing skills which include the ability to access and utilize a variety of resource materials in a timely manner and an ability to maintain accurate records.
3. Respectful listening and verbal communication skills.
4. Commitment to working with survivors of domestic and/or sexual violence and knowledge of violence and its effects on society.
5. Commitment to social change—including working to end domestic and sexual violence and all forms of oppression: racism, homophobia, sexism, classism, etc.
6. Understanding the linkages between domestic and sexual violence and other forms of oppression.
7. Ability and willingness to work as part of a team.

ADDITIONAL QUALIFICATIONS:

1. Two years of experience working with survivors of domestic violence (preferred).
2. Good conflict resolution skills.
3. Ability to organize and prioritize multiple tasks.
4. Ability to work independently.

APPLICATION PROCESS:

Please review the qualifications we are looking for and take the time to look at our [website](#) to become familiar with our mission and programs. We want to read cover letters and resumes from qualified and interested candidates who take the time to respond to the specific dimensions outlined in this position announcement.

Send your resume and cover letter to jobs@bradleyangle.org and include Shelter Programs Coordinator in the subject line. We are looking to fill this position immediately and applications will be reviewed on a rolling basis. We will contact qualified candidates as applications are submitted to schedule the first round of interviews.