

Emergency Services Specialist

STATUS: Full-time
SALARY: \$15.56/hour; medical & dental insurance; retirement.
Generous & flexible paid time off.
HOURS: 40 hours per week; possible shifts are 7am - 3pm, 3pm - 11pm and overnights 11pm to 7 am. Seven days a week.
SUPERVISOR: Emergency Services Manager
OBJECTIVE: To maintain the safety, upkeep, and cleanliness of Bradley Angle's emergency shelter facility and provide basic on-site support for shelter residents.

RESPONSIBILITIES/DUTIES:

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. Provide Trauma Informed Care and Positive Behavior Interventions and Supports to all emergency services participants.
3. Ensure and maintain the cleanliness, upkeep, maintenance and safety of all areas of the emergency shelter and grounds surrounding.
4. Respond to immediate on-site basic needs of participants such as distribution of first aid, food, clothing, and hygiene supplies.
5. Provide crisis intervention and effective conflict resolution support to participants experiencing varying levels of conflict and crisis.
6. Maintain the physical safety of participants by ensuring facility rules are followed in a manner that is consistent with organizational values (i.e., alcohol/drug, nonviolent communication, visitor, children supervision policies, etc.)
7. Participate in screening in families, including doing phone screenings, assisting with Intake Paperwork, and completing Releases of Information.
8. Ensure the physical safety of participants by implementing emergency procedures as appropriate and necessary (See: Program Specific Procedures and Safety Manual).
9. Maintain effective communication with all Bradley Angle shelter staff to ensure seamless service delivery for participants and their children.
10. Document services provided using the staff log and electronic case notes.
11. At all times, including during sleeping hours, remain available to participants and responsive when assistance is requested.
12. Assist in training new staff on the day-to-day needs of shelter.
13. Attend weekly Participant Meeting, as well as monthly Shelter Site, All Staff, and other meetings as required.

QUALIFICATIONS:

1. One year of experience working with survivors of domestic violence preferred
2. The ability to relate to adult and youth survivors from diverse backgrounds.
3. 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.
4. Respectful listening and verbal communication skills.
5. Good conflict resolution skills
6. Commitment to working with survivors of domestic and/or sexual violence and knowledge of violence and its effects on society.
7. Commitment to social change—including working to end domestic and sexual violence and all forms of oppression: racism, homophobia, sexism, classism, etc.
8. Understanding the connection between domestic and sexual violence and other forms of oppression.
9. Ability and willingness to work independently and as part of a team.
10. Ability to organize and prioritize multiple tasks
11. Bilingual Spanish/English preferred

APPLICATION PROCESS:

Please carefully 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 resumes from qualified and interested candidates who take the time to respond to the specific dimensions outlined in this job announcement.

Send your resume, cover letter, and completed Bradley Angle [employment application](#) to jobs@bradleyangle.org and include Emergency Services Specialist in the email 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.