

Grace Smith House, Inc.

Job Posting

DATE: 11/24/2020

FROM: Human Resources

RE: Job Posting, Full-time 40 hour per week position

Night Support Staff- Shelter (open until filled)

About Grace Smith House: Established in 1981, Grace Smith House provides essential shelter and services to victims of Domestic Violence and their children. Located in Dutchess County, Grace Smith House also provides transitional housing and non-residential services. For more information, please visit our website at www.gracesmithhouse.org. Grace Smith House is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, status as a domestic violence victim, parental status, military service, or other non-merit factor.

Position Summary: The Night Counselor provides direct services to domestic violence survivors in the shelter residence. Duties include answering the 24-hour hotline, maintaining a safe, cohesive atmosphere at the shelter, and providing crisis intervention and emotional support to victims of domestic violence. Additional duties include tasks associated with day to day upkeep of the shelter residence. Please note this is an awake overnight position.

Job Responsibilities:

- Provide hotline coverage, counseling and shelter screenings, intake interviews and discharges
- Provide culturally informed emotional support and crisis intervention to adults and children residing in shelter
- Maintain client records and information in accordance with agency policy
- Provide information about and referrals to community agencies and resources
- Prepare bedrooms for families entering shelter; complete room inspection and sanitization at discharge; assist with management of donations
- Maintain a cohesive atmosphere in the shelter; ensure that residents have basic necessities/supplies in shelter
- Help prepare the shelter for the oncoming shift as per agency protocol
- Launder, fold and put away house laundry
- Vacuum hallways and community areas
- Update Residents Schedule
- Update Staff Schedule/Appointment Board
- Communicate nighttime events as per agency protocol
- Participate in weekly site-appropriate team meetings and other agency meetings, as assigned
- Do all other duties needed to protect the families in residence and to ensure their safety and well-being

Qualifications:

- Education: Two year degree and/or life experience working with domestic violence survivors
- Experience: Human service experience in a residential setting preferred
- Specialized Skills: Computer Literacy

Salary Range: \$ 28,000-\$30,000 Based on Experience

Application Process: If you are interested in this position, send your resume along with a letter of interest to DavidS@gracesmithhouse.org.