



Shelter Program Manager –Transitional Shelter

Full Time Exempt (40 Hrs.)

Center for the Pacific Asian Family (CPAF) is a non-profit organization recognized nationally for its pioneering work in domestic violence and sexual assault. CPAF's multi-lingual and multi-cultural services include a 24-hour hotline, short term and long term shelters, counseling, case management, and supportive services. CPAF also provides violence prevention programs, outreach, education and advocacy on the issues of family violence and violence against women, focusing on the Asian and Pacific Islander community.

CPAF is a community based organization that draws from multiple disciplines to holistically serve individuals and families of many different sizes and cultural backgrounds. Staff work in environments where children are present and may be called upon to provide support as needed.

Summary Statement:

The Shelter Program Manager (SPM) will be responsible for enhancing the quality and breadth of the Transitional Shelter Program (TSP). Through program development, team management, administrative activities, and outreach, the SPM will generate and oversee services provided to transitional shelter residential and non-residential survivors.

Duties and Responsibilities:

- **Leadership:** Lead transitional shelter team to ensure provision of efficient and effective services; coordinate and facilitate team meetings; provide support and supervision to program staff; coordinate daily shelter/program operations; participate in agency wide leadership.
- **Program Development and Implementation:** Support team in development of TS programs (i.e. workshops, support groups, activities) for transitional shelter and non-residential clients; evaluate programs to ensure quality and relevance of services to TSP residents; No more than 50% of work time as Shelter Program Manager will be dedicated to providing case management and advocacy services; working with clients to develop and coordinate self-sufficiency plan; oversee or conduct entry (including orientations) and exit procedures, safety plans, intruder policy, fire and earthquake drills, and security system operations to support the physical and emotional safety of residents.
- **Program Administration:** Oversee monthly and quarterly reports, prepare annual reports related to the goals of the TSP; interface with governmental and foundation grant monitors and representatives; work with Shelter Program Director to finalize reports by established deadlines; ensure that relevant forms, files and inspections pertaining to the TSP are up to date.
- **Outreach:** Identify opportunities to be an ambassador for CPAF's mission, specifically to develop new housing and employment resources for TSP families.
- **Teamwork:** Provide general support asked of all staff which may include: responding to emergencies, providing hotline or site coverage, providing translation, answering the on-call crisis phone, maintaining a functioning office. Participate in program and organizational development and fundraising, and attend staff and team meetings.
- **Travel requirements:** Driving is an essential job function for this position. Therefore, the employee must have valid driver's license and use own vehicle to perform duties.

Qualifications: The qualified candidate must possess demonstrated knowledge, skill, abilities and experience in the following areas:

General

- Committed to eliminating intimate partner violence, sexual abuse, and family violence; practices non-violence including non-corporal child discipline.
- Understands and is aligned with CPAF's organizational values.
- Understands and appreciates Asian/Pacific Islander cultures; is able to work with diverse communities (race, ethnicity, sexual orientation, disability, age, gender identity, class, etc.). Bilingual in an Asian or Pacific Islander language preferred.
- Must submit to DOJ level Live Scan and subsequent arrest notification, annual TB test and annual driving record search.
- Must own and use personal vehicle for work.

Job Execution

- Has experience in developing and conducting trainings; able to develop and manage programs, mentor others, and coordinate multiple tasks.
- Enjoys and has experience working with children and women of all ages.
- Experience supervising staff preferred.
- Strong work ethic, self-directed and able to coordinate multiple tasks, and highly motivated.
- Able to work well independently and as a member of a team; able to work collaboratively and thrive in a flexible, evolving environment, adapt to situations and manage change effectively.
- Able to effectively and efficiently address crises and problem-solve with open communication.
- Able to plan work schedule respective to program needs, including working evenings or weekends if needed.
- Demonstrate excellent communication skills, both written and oral.
- Must complete 65-hour domestic violence/sexual assault certification training within six months of employment.

Interested parties please submit cover letter and resume to hr@cpaf.info and state where you saw our posting. Please include your name and the position you are applying for in the subject line. No phone calls please.

Center for the Pacific Asian Family (CPAF) is an Equal Opportunity and Affirmative Action Employer and does not discriminate against any employee or applicant on the basis of race, age, sex, color, religion, national origin or ancestry, sexual orientation, gender identity, citizenship, marital status, disability, political affiliation or belief, veteran's status, or any other characteristic protected by applicable federal, state or local law. CPAF is committed to fostering a diverse and safe work environment where employees respect one another and share a commitment to our organization's mission, values, and strategies.