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## Job Announcement

- JOB TITLE:** Shelter Manager, Safe Passage Domestic Violence Emergency Shelter  
Family Crisis Center of Prince George's County
- STATUS:** Regular Full-Time (40 hours per week) / Exempt
- REPORTS TO:** Executive Director, Family Crisis Center of Prince George's County, Inc.
- SALARY:** \$55,000, Non-negotiable
- DUE DATE:** November 15, 2013, Open Until Filled

### FAMILY CRISIS CENTER OF PRINCE GEORGE'S COUNTY, INC.

The Family Crisis Center (FCC), a non-profit organization, has been the primary provider of domestic violence services in Prince George's County for over 30 years. Financially supported by grants, fundraisers, and in-kind gifts, the FCC has served over 1,500 families. It's Safe Passage Emergency Shelter, is the only 24-hour, comprehensive shelter for women and children affected by domestic violence in the county. The FCC is staffed by residential managers, a hotline coordinator, counselors, case managers and administrative support staff.

### POSITION SUMMARY:

The Shelter Manager is responsible for overseeing the day-to-day operations of the Safe Passage Domestic Violence Emergency Shelter. Responsibilities include overall management of the shelter and supervision of shelter staff to ensure maximum effectiveness and efficiency in the delivery of critical service needs.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees, coordinates and manages all shelter functions and activities.
- Provides case management and crisis intervention services.
- Ensures continuous coverage during all shelter shifts, which may include on-call responsibilities.
- Ensures compliance with policies and procedures.
- Conducts regular meetings with program staff and residents
- Monitors and evaluates staff performance.
- Effectively supervises staff and provides guidance, advice and counsel on professional development; conducts one-on-one supervisory sessions with staff to manage expectations and maximize staff performance.
- Provides orientation and training to all new hires and periodic refresher training to all shelter employees.
- Submits program summary reports and data to funding sources and Board of Directors prior to the due dates.
- Participates in the development and implementation of fundraising activities.

- Assists in writing grant proposals that support existing and expanding shelter programs.
- Attends performance assessment meetings with the Executive Director.
- Attends and participates in all staff meetings, monitoring sessions, community events, and other agency related business.
- Conducts program evaluation and monitoring; makes recommendations for program improvements.
- Attends pertinent off-site meetings, trainings, and conferences.
- Attends to overall maintenance and facility repairs.
- Ensures the safe and efficient operation of the kitchen including menu development.
- Calculates the in-kind value of donated food and other goods.
- Coordinates volunteer training and oversees volunteers in shelter.
- Performs duties as assigned to effectively conduct the Agency's business.

**QUALIFICATIONS, KNOWLEDGE SKILL REQUIRED** (Minimum education and experience needed to perform the job adequately)

Bachelor's degree in Social Work, Mental Health, Counseling Psychology or related field with at least five (5) years of successful experience in an administrative leadership position is preferred. Master's Degree in Social Work, Mental Health, Counseling Psychology or other related field preferable.

**Other Qualifications:**

- Experience and knowledge in working with residential housing program services.
- Candidate must have experience in personnel management.
- The position requires effective organizational, problem solving and written and oral communication skills.
- Candidate must have a valid driver's license and will be required to pass a background check.

**Preference will be given to local candidates in the Washington, D. C. Metropolitan Area (Washington, Maryland and Virginia).**

**To Apply:** Applicants can send materials by US Mail or via electronic mail (e-mail). Send cover letter, resume, and the names and contact information for three professional references to:

**Attention: Shelter Manager Search**  
 c/o Carolyn Fleming-Williams, President, Board of Directors  
 Family Crisis Center of Prince George's County, Inc.  
 3601 Taylor Street  
 Brentwood, MD 20722-1322  
 OR  
 EMAIL TO: [cfwill@verizon.net](mailto:cfwill@verizon.net).

