

Full-Time Domestic Violence Program Shelter Manager

Catholic Charities of Delaware, Otsego, and Schoharie Counties is seeking an advocate to work 35 hours per week in the Schoharie County Domestic Violence Program.

The candidate will be responsible for providing direct services to survivors of domestic violence living in the safe dwelling to include counseling, advocacy, housing assistance, food inventory and ordering, transportation, and referrals.

In collaboration with other employees, insure that the safe dwelling is operating in accordance with NYS guidelines. Interact with appropriate vendors and contractors. Some light housekeeping.

Experience with trauma informed, survivor-centered service provision preferred. Ability to maintain confidentiality and professionalism, as well as strong organizational, time-management, decision-making, and interpersonal skills is essential.

Candidate must hold a valid NYS driver's license.

Must be available 11 am - 7 pm Monday-Friday.

This position also includes on call responsibilities on a rotating basis. Required qualifications are an Associate's degree in human services, criminal justice, or related field and a minimum two years' experience in human services. Bachelor's degree preferred.

Submit resume and cover letter by April 9, 2021.

Materials can be sent to:

Angela Smith at angelas@catholiccharitiessc.org
or mailed to 489 West Main Street, Cobleskill, NY 12043.

Applications can also be submitted through the website
<https://secure2.saashr.com/ta/MMH2221.careers?careerssearch>

Catholic Charities is an EOE, offering competitive wages and benefits in a nonprofit human services setting.