



[www.networkagainstdomesticabuse.org](http://www.networkagainstdomesticabuse.org)

## Shelter Supervisor – Full time position

The Network Against Domestic Abuse of North Central CT is seeking an experienced individual to work in a confidential shelter with women and children who have experienced domestic violence.

**Job Summary:** Responsible for the efficient operation of the Network Shelter and children's building maintaining a clean and healthful facility while providing comprehensive programming in the support of clients. Supervises shelter staff to adhere to Network Mission and goals. Builds resources and relationships for community services. Responsible for the document control of CCADV, DSS, and other statistics as required. Must have flexibility, empathy and dedication to meet the needs of the clients.

### **Qualifications:**

- Ability to update, maintain and design programs, statistical requirements, scheduling
- Ability to maintain and coordinate the management of the facility
- Ability to be available for staff 24/7 if needed
- Ability to make decisions and responsibility for Shelter outcomes
- Ability to delegate and operate shelter in a professional manner
- Ability to work with victims of domestic violence in a professional capacity
- Ability to create and design new programs or events for clients & staff
- Flexibility to work some evenings and weekends is required
- Automobile and valid driver's license

### **Education:**

- A.A./B.A. or equivalent experience in Social Services is required.
- Strong organizational/supervisory skills are required.
- Significant experience in Domestic Violence is preferred.
- Strong computer skills

If you are interested in applying for this position please send a letter with a recent resume to [kbarron@nadact.org](mailto:kbarron@nadact.org) or Kathy Barron, Executive Director. **Closing date: 02/03/12**

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