



Position: **Supportive Housing Coordinator**  
Reports To: Executive Director  
FLSA Status: Full-time; Exempt  
Supportive Housing Facilities

**Summary:**

The Supportive Housing Coordinator is responsible for the management and coordination of WSLB's two supportive housing facilities serving victims of domestic violence and their families. This includes the management of our victim supportive services, overseeing the day-to-day operations of our facilities, the implementation and development of our Supportive Housing policies/procedures, monthly reporting, and the supervision of staff. The Supportive Housing Coordinator is also responsible for maintaining a safe, confidential environment for the clients of WomenShelter of Long Beach and ensuring that we provide the highest quality services to those we serve.

**Responsibilities:**

***Supportive Housing – Facility Management***

- Responsible for the development, implementation, and management of all WSLB Facility programs
- Provide supervision and general oversight of facility staff, volunteers, and interns
- Ensure that all facility staff, volunteers, and interns have the skills and support that is necessary to effectively perform tasks
- Educate and provide ongoing training to facility staff, volunteers and interns
- Maintain staff schedule, including approval of time off requests, to ensure appropriate coverage 24 hours per day, 7 days per week
- Work with Associate Director and/or Outreach Coordinator in scheduling interns and volunteers
- Maintain the safety of the facility by assessing and addressing maintenance issues
- Examine and inspect the property regularly to ensure a safe environment for residents and staff
- Ensure that both facilities are presentable during site visits
- Establish and maintain working relationships with other DV agencies

***Case Management – Supportive Housing Facilities***

- Supervise the provision of direct client services including case management, client assessments, phone assessments for housing and outreach, service plans, safety planning and departures for WSLB's adult clients and their children.
- Oversee the provision of crisis intervention, individual peer counseling, and support groups at our facilities
- Oversee the 24-hr Crisis Hotline, business line and the provision of proper referrals to callers

***Program Administration – Supportive Housing Facilities***

- Ensure client records are documented and maintained according to agency and best practices guidelines
- Ensure all reporting is submitted on a timely basis and in proper format
- Meet specific reporting requirements for each grant

The WomenShelter of Long Beach is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

Revised Date: 06/17/2019



### **Education/Training Required**

- ✓ Bachelor's Degree in Social Work, Psychology, or related Human Services field
- ✓ 5+ years of direct service experience, preferably with domestic violence survivors
- ✓ 3+ years of supervisory experience
- ✓ 40-hr Domestic Violence Training
- ✓ CPR Certificate
- ✓ Computer skills and experience with all Microsoft Office programs
- ✓ Valid Driver's License and Auto Insurance
- ✓ Bilingual in Spanish and English

Salary: D.O.E.

**Please send resume and cover letter to Zaira Cuevas, WSLB HR Coordinator at [zcuevas@womenshelterlb.org](mailto:zcuevas@womenshelterlb.org)**

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