On-Call Crisis Intervention/Shelter Assistant – All Shifts

Roles & Responsibilities:

The Crisis Intervention/Shelter Assistants facilitate the daily operations and overall structure of the residential component of the shelter within these major responsibilities: interaction with the adults and children and documentation of such, providing basic needs, safety and security, teamwork and agency responsibilities. Overall, the CISA’s role is to create a safe, structured and educational environment conducive to facilitating life changes with residents. Advocates are responsible to uphold both the vision and mission of Sheltering Wings.

Required Qualifications:

- Full commitment and dedication to the mission statement of Sheltering Wings
- Full compliance with Sheltering Wings’ Statement of Faith
- Excellent interpersonal skills and needs assessment
- Proven multi-tasking abilities
- Ability to thrive in an emotionally stressful environment while remaining calm
- Outstanding follow-up skills
- Prior experience in a position that needed attention to detail

Preferred but not required:

- Minimum of 1 to 3 years of experience working in a public or social-service organization
- Knowledge of domestic violence related issues and philosophy
- Understanding of the effects DV has on survivors’ thoughts and behaviors
- Prior crisis intervention experience
- Knowledge of city, state and federal domestic violence service systems, policies and issues
- Outstanding computer skills: data entry and Excel

Base Pay: $12.50/hr. ($1.50/hr. differential for weekend and 3rd shift hours)

Please send resume and cover letter to Amy O’Hearn, Operations Manager, by fax at (317) 745-1497, by email at aohearn@shelteringwings.org or by mail at PO Box 92, Danville, IN 46122.