Part-Time Permanent Crisis Intervention/Shelter Assistant

Schedule Options:

- Saturday and Sunday  4:00 p.m. – 10:00 p.m.
- Saturday               6:00 p.m. – 2:00 a.m.
- Saturday               10:00 a.m. – 6:00 p.m.
- Saturday and Sunday (every other week) 6:00 a.m. – 4:00 p.m.

Roles & Responsibilities:

CISAs oversee the daily operations and overall structure of the residential component of the shelter within these major responsibilities: interaction with the adults and children, documentation of such, structure, safety and security, teamwork and agency responsibilities. Overall, the CISA’s role is to facilitate a safe, structured, educational and supportive Christ-like environment conducive to life changes with residents. CISAs are responsible to uphold both the vision and mission of Sheltering Wings.

Required Qualifications:

- Completed courses in social work, psychology, criminal justice or something similar or a minimum of 1 to 3 years of experience working in a public or social service organization
- 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:

- Knowledge of domestic violence related issues and philosophy
- Understanding of the effects DV has on survivor’s thoughts and behaviors
- Prior Crisis Intervention experience
- Knowledge of city, state and federal domestic violence service systems, policies and issues

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.

Updated: 09/21/2017