



The Cayman Islands Crisis Centre invites qualified candidates to apply for the position of:

EMERGENCY SHELTER COORDINATOR

The successful candidate will be responsible for guiding and supervising CICC Emergency Shelter employees, efficient functioning of the shelter and will provide crisis intervention, and support to clients who experienced domestic abuse and/or sexual assault. This position requires flexibility. It may be required to work some nights/evenings/weekends/public holidays.

Primary Responsibilities:

- Guides and supervises the work of the Emergency Shelter staff, provides orientations & training.
- Fosters a professional and cooperative relationship with staff, volunteers, and shelter clients.
- Ensures empowering, respectful, and supportive staff-clients' interactions, as well as courteous and professional service with partnering agencies.
- Provides crisis intervention and prevention services for CICC clients who are victims of domestic abuse, have complex socio-emotional, behavioural, and developmental needs, were exposed to violent relationships, sexual abuse, substance abuse, trauma, etc.
- Compiles and manages the collection of accurate client documentation and programme services data/statistics, manages filing systems.
- Advocates for needed services, makes referrals to other community agencies, and provides advocacy for clients.
- Supervises and completes clients' intake and exit interviews.
- Maintains professional knowledge on best practices in working with victims of domestic abuse.
- Supervises and responds to 24-hour Crisis Line calls and administrative phone calls.

Qualifications/Requirements:

- Degree in Psychology, Sociology, Social Work, or related field.
- A minimum of 3 years' experience working with domestic abuse victims preferred.
- In-depth knowledge of domestic abuse, sexual assault, trauma informed care, crisis intervention, child safeguarding, etc.
- Ability to understand and apply knowledge of the principles, practices, and techniques of organization, ability to supervise, including planning, assigning, and coordinating work according to the nature of the job to be accomplished, the capabilities of staff and available resources.
- Experience in supervision, training, manuals development and implementation.
- Ability to remain neutral and emotionally unattached, yet still show empathy and compassion.
- Strong verbal and written communication skills, computer literate.
- Must possess sensitivity, maturity, dedication, self-reliance, independence, strong work ethics and ability to work in a stressful environment.
- Ability to work effectively autonomously and in a team environment.

Compensation: Statutory benefits. Salary depends on qualifications and experience.

We encourage qualified candidates to apply by sending a cover letter, resume and two professional references via email to: ania.milanowska@cicc.ky The deadline for receipt of resumes is the 10th of May 2024. Any applications received after this time will not be eligible for consideration. We thank all for applying, however only shortlisted candidates will be contacted.