

**eliminating racism  
empowering women**  
**ywca**

**Central Massachusetts**

Position:	Shelter Relief
Accountability:	Shelter Director
Hours of Work:	Varies
Location:	Worcester
Exempt Status:	Non-exempt
CORI Required:	Yes

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**About the YWCA Central Massachusetts**

For more than 125 years, the YWCA Central Massachusetts has served as a life-long positive force for women and girls, their families and communities. By leveraging the reach, power and passion of our members and supporters, we have created lasting change.

The YWCA Central Massachusetts offers a wide range of programs, including early education & care; domestic violence services; career assistance; healthy lifestyle promotion. Our services strengthen women and girls in the community, helping them to realize their full potential.

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**General Function:**

Conducts shelter screenings and intakes to include: assessing immediate needs of women prior to their entering shelter, including safety contracting, physical, emotional and mental health care needs; nutritional, cultural and other special needs.

**Responsibilities:**

1. Coordinates safe transportation for women.
2. Helps women become acquainted with shelter facility, guidelines, regulations and other residents upon arrival.
3. Provides crisis intervention when needed.
4. Answers the Hotline when needed.
5. Facilitates maintenance of building/equipment/supplies including communal housekeeping. Recommends repair and maintenance work to Shelter Program Director.
6. Prepares and monitors first aid packets on each floor. Maintains the first aid box supplies.
7. Prepares bedrooms and linens for new residents. Maintains inventory of linen closet.
8. Ensures the safety of the shelter by conducting nightly checks of premises, including alarms, windows and appliances.
9. Enforces shelter guidelines according to agency policies.

10. Completes all required paperwork. Completes basic clerical work as needed.
  11. Attends in-service training's, case review, staff meetings and supervisory meetings.
  12. Assists women with moving personal belongings into and out of the shelter.
  13. Performs other related duties as needed and designated by Shelter Director
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**Qualifications/Skills:**

- Ability to work independently and as a team member.
  - Strong organizational skills and flexibility.
  - Strong understanding of the dynamics of domestic violence and its effects on both women and children.
  - Must have initiative, creativity, maturity and sound judgment with an interest in the helping professions.
  - Must have a valid drivers' license and reliable vehicle.
  - Ability to lift up to 50 lbs.
  - Bi-lingual/Bi-cultural preferred.
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**How to apply:**

If you are interested in applying for any of the above positions please complete an Employment Application and send the completed application and resume to:

Email: [HR@ywcacentralmass.org](mailto:HR@ywcacentralmass.org)

Fax: Human Resources at 508-754-0496

Mail: YWCA Central Massachusetts  
Attn: Director of Human Resources  
1 Salem Square  
Worcester, MA 01608-2090

The YWCA Central Massachusetts is an Affirmative Action/Equal Opportunity Employer.