**PlanetSafe Manager**

**who WE are**

* We’re The SAFE Alliance, a merger of Austin Children’s Shelter and SafePlace.
* We’re a registered, 501(c)3 nonprofit organization, spanning two beautiful campuses on several acres in beautiful Austin, Texas.
* We’re a diverse, passionate group of more than 335 staff with a vision of a just and safe community, free from violence and abuse, and a mission to lead in ending sexual assault and exploitation, child abuse and domestic violence through prevention, intervention, and advocacy for change.
* Our staff were named “Every Day Superheroes” by the Austin Chronicle; we’re a two-time Austin-American Statesman’s “Top Workplace” winner for years 2015 and 2016; and we were named a “Best Nonprofit” in 2017 by the Nonprofit Times.

**who YOU are**

* You’re a strong believer that all people should have lives that are free from violence and abuse.
* You’re someone who cares about positive client and customer relations. You build strong relationships, and you deliver effective client and customer-centric solutions.
* You’ve are impeccable decision maker. Your decisions are timely, and they’ll help the organization move forward.
* You value differences, recognizing that different perspectives and cultural diversity make the world a better place to be.
* Your interpersonal skills are on point. You easily relate openly and comfortably with very diverse groups of people.
* You’re resilient, rebounding from setbacks and adversity with both poise and ease.
* You’re resourceful. You know how to secure and deploy resources both effectively and efficiently.
* You’re trustworthy. You gain confidence and the trust of others through integrity and forthright honesty.

**what WE need YOU to do for us**

We need you to fill the role of PlanetSafe Manager. This is a full-time, exempt position. PlanetSafe provides safe exchange and supervised visitation services to families who have experienced domestic violence, sexual assault, stalking, child abuse, and/or dating violence. You’ll wow us by masterfully performing the following key duties and responsibilities:

* Coordinate referral and intake process, schedule intake appointments and assign families to guides for orientation and services
* Maintain waitlist and report to grant and community stakeholders on availability of services
* Provide training, support, and supervision of Family Guides and Exchange Guides, including regular and extensive review of their written work product
* Coordinate with the Legal Services Manager and Legal Advocates regarding PlanetSafe referrals, and assist with training as needed
* Communicate with courts and referral sources when necessary
* Provide training to community partners about the PlanetSafe Program
* Attend committee/task force and agency-wide meetings as appropriate and needed to represent PlanetSafe
* Participate in regularly scheduled conference calls and trainings with PlanetSafe’s Technical Assistance providers
* Complete all requisite paperwork for program and grant compliance including managing program data entry and client files
* Manage building operations, safety and security needs in a separate downtown campus of the SAFE Alliance
* Coordinate volunteer program for PlanetSafe
* Assist with grant reporting
* Be willing and able to work evenings and weekends, in addition to some standard business hours. The PlanetSafe operating hours are:
  + Friday 4 PM – 8 PM
  + Saturday 10 AM – 4 PM
  + Sunday 2 PM – 8 PM
  + Monday 4 PM – 8 PM

**to be successful in this role, WE’LL need YOU to**

* Possess a Bachelor’s degree
* Social Work, Psychology, Education or related field
* Have 1-2 years relevant experience; experience with supervised visitations is a plus
* Supervisor or program management experience preferred
* Be bilingual in Spanish and English
* Demonstrate knowledge of domestic violence and sexual assault issues and knowledge of community resources to support victims in and around the Austin community
* Be able to work evenings and weekends
* Pass all required criminal history background checks (including an FBI fingerprint check), as well as submit to a pre-employment drug screen and TB test
* Adhere to our Guiding Principles, Mission, Core Competencies and Confidentiality Policy

**how WE’LL make it worth YOUR while**

* We will pay you an annual salary of $39,000-$41,000.
* We’ll pay for your medical, life and short-term disability insurance.
* We will give you 15 accrued paid time off days in the first year, and 22 days in the second year, capping out at 30 days after year seven.
* We’ll pay you for our six agency holidays and four additional personal holidays to be used at your discretion.
* We’ll contribute 2% to your 403(b) retirement, and we’ll kick in an additional 1% if you agree to match it.
* We understand that you have commitments outside of the workplace, and we’ll do our very best to offer you some flexibility in your work schedule.
* We’ll offer you discounted day care for your kiddos at one of our two onsite day care centers, as enrollment allows.
* We’ll provide you with an amazing work environment where you’ll get to make a difference every day.

**to apply**

* You don’t need to call us, just follow the link below.
* We promise we’ll get in touch with you by phone or email.
* Here’s the link to apply: <http://jobs.safeaustin.org/apply/e44FUo2H6T/PlanetSafe-Manager?source=TNOYS>