



At SafeHouse Center, we believe that people of color, people from working class backgrounds and LGBTQ people bring unique and important perspectives that immensely help survivors. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.

To apply for this position, please send completed SafeHouse Center employment application, cover letter and resume to jobs@safehousecenter.org with "Triage Advocate" in the subject line.

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| JOB TITLE | Triage Advocate |
| DEPARTMENT | Administration |
| STARTING PAY | \$19.20/hour with an increase to \$20.08 at 90 days |
| HOURS | 40 hours per week |
| FLSA STATUS | Non-Exempt Employee |
| IMMEDIATE SUPERVISOR | Operations Coordinator |

Position Summary:

This position will provide crisis intervention, advocacy, support and resources to survivors of domestic violence and sexual assault and their children.

Essential Functions:

- Provide direct services to survivors of domestic violence and sexual assault in the form of advocacy, crisis intervention, group work and/or court support in accordance with SafeHouse Center’s policies and mission. Maintain assigned caseload.
- Staff the 24 hour on-call response team during business hours, weeknights and weekends as assigned. Arrange for transportation to fulfill on-call responsibilities within specified timeframes.
- Be able to respond to Washtenaw County hospitals and jail within 30 minutes.
- Assist in the promotion of domestic violence and sexual assault services through public speaking and tabling engagements.
- This position mandates a minimum age of 21 years due to insurance requirements for on-call responsibilities.
- This position is based at the agency but requires the ability to travel locally on a regular basis in own vehicle.

Duties and Responsibilities:

- Work collaboratively with each client to determine their strengths, challenges and goals. Provide appropriate referrals and resources.
- Facilitate support group as assigned.
- Document all services provided for, with or on behalf of clients.
- Assist in the training, support and supervision of program volunteers.
- Assist with other duties as assigned.

- Act as a liaison between SafeHouse Center, our clients and community members.
- Abide by confidentiality policy as well as staff policies at all times.
- Report any knowledge or suspicion of child abuse and/or neglect.

Working Environment and Physical Requirements:

- This position primarily works in an office environment and requires frequent sitting, standing, walking, lifting and moving of items.
- Staff may occasionally be required to travel locally and regionally in agency or own vehicle to attend conferences or other related events.
- This position requires flexibility in scheduling and job function as some services require 24 hour coverage including during popular holiday times most notably, but not necessarily limited to, the time around Thanksgiving, Christmas and New Year's.
- This position requires a valid driver's license and vehicle insurance.

Qualifications:

- Bachelor's degree in human services field or two years' experience in a human services field.
- Demonstrated skill in writing, speaking, interpersonal communication and teamwork.
- Competency in crisis management.
- Understanding of and sensitivity to the unique circumstances of underserved populations and to survivors of domestic violence and sexual assault.
- Fluency in language(s) other than English preferred.
- Public speaking and training facilitation experience preferred.