*To apply: Please send completed SHC employment application, cover letter, and resume to* [*jobs@safehousecenter.org*](mailto:jobs@safehousecenter.org) *with “Shelter Advocate” in the subject line.*

*Position highlights: 40 hours/week, mostly 8am-4:30pm Monday through Friday with a weeknight shift weekly (4pm-12am), rotating weekends, and the need for flexibility due to on-call rotation. Provide direct services and assistance to sexual assault and domestic violence survivors and their children in our 24-hour emergency shelter and on the 24-hour helpline. Due to grant restrictions, the starting pay is non-negotiable. People of color and LGBTQ identified persons are encouraged to apply.*

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| JOB TITLE: | Shelter Advocate |
| DEPARTMENT: | Shelter & Children’s Program |
| STARTING PAY: | $19.20/hour ($20.08 after 90 days) |
| HOURS: | 40 hours per week |
| FLSA STATUS | Non-Exempt Employee |
| IMMEDIATE SUPERVISOR: | Shelter & Children’s Program Coordinator |
| MOST RECENTLY REVISED: | 10/14/2022 |

**Position Summary:**

This position will provide crisis intervention, advocacy, support and resources to survivors of Domestic Violence and their children residing in the SafeHouse Center Shelter.

**Essential Functions:**

* Provide case management to survivors of Domestic Violence in the form of advocacy, support and crisis intervention in accordance with SafeHouse Center’s policies and mission. Maintain assigned caseload.
* Staff the 24-hour on-call duties for residential services during business hours, weeknights and weekends as assigned, including coverage of the 24-hour HelpLine.
* Assist in the general upkeep and function of the shelter facility including the maintenance and cleaning of residential bedrooms and common areas.
* Assist in the promotion of domestic violence services through public speaking and tabling engagements.
* This position is based at the agency but requires the ability to travel locally on a regular basis in an agency vehicle to transport residents.
* This position is primarily based at the agency but requires the ability to travel locally on a regular basis in own or agency vehicle.

**Duties and Responsibilities:**

* Work collaboratively with each client to determine their strengths, challenges and goals. Provide appropriate referrals and resources.
* Document all services provided for, with or on behalf of clients.
* Assist in the promotion of safe communal living for all residents.
* Facilitate residential support group as assigned.
* Act as a liaison between SafeHouse Center, our clients and community members.
* Assist with other duties as assigned.
* Abide by confidentiality policy at all times.
* Report any knowledge or suspicion of child abuse and/or neglect.

**Working Environment & Physical Requirements:**

* Staff may occasionally be required to travel locally and regionally in their 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 primarily works in an office environment and requires frequent sitting, standing, walking, lifting and moving of items.
* This position requires a valid driver’s license and the ability to obtain vehicle insurance.

**Qualifications:**

* Bachelor’s Degree in human services field or two years’ experience in a human services field preferred.
* 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
* Fluency in language(s) other than English is preferred
* Public speaking and training facilitation experience preferred