To apply: Please send completed SHC employment application, cover letter, and resume to 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.

JOB TITLE:	Shelter Advocate
DEPARTMENT:	Shelter & Children's Program
STARTING PAY:	$18.29
HOURS:	40 hours per week
FLSA STATUS	Non-Exempt Employee
IMMEDIATE SUPERVISOR:	Shelter & Children's Program Coordinator
MOST RECENTLY REVISED:	08/01/2022

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 primarily works in an office environment and requires frequent sitting, standing, walking, lifting and moving of items.

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 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