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

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| JOB TITLE: | Triage Advocate |
| DEPARTMENT: | Admin |
| STARTING PAY: | $18.29/ hour starting pay, increases to $19.12 after 90 Days |
| HOURS: | 40 hours per week |
| FLSA STATUS | Non-Exempt Employee |
| IMMEDIATE SUPERVISOR: | Operations Coordinator |
| MOST RECENTLY REVISED: | 05/13/2022 |

**Position Summary:**

This position will provide crisis intervention, advocacy, support and resources to survivors of Domestic Violence and their children.

**Essential Functions:**

* Provide direct services to survivors of Domestic Violence 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 24hour 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 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 at all times.
* Report any knowledge or suspicion of child abuse and/or neglect.

**Working Environment & Physical Requirements:**

* This position primarily works in an office environment and requires frequent sitting, standing and walking.
* 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 the ability to obtain 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.
* Fluency in language(s) other than English preferred.
* Public speaking and training facilitation experience preferred.