



JOB DESCRIPTION

Job title	Shelter Advocate
Reports to	Residential Shelter Manager

Job purpose

To assist survivors of domestic and sexual violence within the shelter program through crisis support, referral, supportive services and advocacy.

Duties and responsibilities

1. Provides supportive and advocacy services to program participants including but not limited to shelter assessments for adults and their children, program assessments, referrals, emergency assistance and general advocacy.
2. Monitors shelter facility for safety, upkeep and needed repairs.
3. Cleans and provides care of shelter to create a safe and home-like atmosphere.
4. Answers crisis line. Documents all information in regard to crisis calls and residential services as required by policy and procedure.
5. Maintains a working knowledge of resources and services available in the communities served to assist survivors
6. Networks with medical professionals, court officers, school personnel, law enforcement, clergy and other professionals to encourage referrals
7. Publicizes available services, educates referral sources and increases service utilization within communities served.
8. Attends and participates in assigned agency and other meetings as requested by the Residential Shelter Manager.
9. Responsible for other duties as designated

Qualifications

1. High School degree or GED equivalent required. Higher education preferred
2. One (1) to two (2) years' relevant experience including knowledge and understanding of domestic violence, sexual assault and child abuse issues and trends. Knowledge of service area resources preferred.
3. Strong organizational skills and orientation to detail
4. Strong interpersonal and communication skills, written and oral; demonstrated ability to establish and maintain effective work relationships with victims, employees, volunteers and collaborative partners
5. Excellent computer and related skills to include use of internet search engines, access to government portals and websites, Microsoft Outlook suite of applications and databases
6. Experience maintaining personal/professional boundaries and managing stress constructively with demonstrated ability to manage and resolve conflict

Working conditions

Work environment is of a secure, quiet and confidential nature which may be disrupted from time to time due to nature of providing assistance to victims of a sensitive and personal nature.

Physical requirements

1. Preferably reside in Harvey County
2. Possess valid Kansas driver's license, good driving record and proof of insurance
3. Physical attributes necessary to operate and function in an office environment to include interpersonal interactions, communications, preparation and handling of documents and sitting for extended periods of time
4. Walking up or down stairs, bending, lifting and carrying up to forty (40) pounds of weight (donations/commodities)

Status

1. Full-time or Part-time, non-exempt
 2. Eligible for benefits as outlined in Employee Handbook
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THIS POSITION IS GRANT FUNDED

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