

Skagit Domestic Violence & Sexual Assault Services

VOCA Recovery- SHELTER ADVOCATE

This position is grant funded through 12/31/11.

Hours: .5 FTE (17.5 hours/week)

Salary: DOE

Responsible to: Shelter Services Supervisor, Executive Director

Classification: Non-exempt, Temporary

General Responsibilities: As a member of the staff team, the Shelter Advocate provides services to victims of abuse and performs the day-to-day activities necessary to ensure that the shelter is safe and up to code. Other responsibilities: provide legal, medical, social services advocacy, and support to residents; facilitate shelter house meetings; provide transportation and childcare as appropriate; provide coverage for the hotline; and assist with community education as needed. In addition, this position is responsible for assisting in the development of new programs for women and children at the shelter to increase resource connections, education, and opportunities as well as increase awareness about shelter services in the community.

Duties:

- Assist with care and maintenance of shelter facility
- Assist with acquiring, maintaining and managing food, clothes and other donated supplies
- Provide advocacy and support services to DV and SA clients
- Assist with child care of shelter residents children as appropriate
- Assist with all DV and SA activities as requested
- Assist with facilitation of shelter resident house meetings
- Attend weekly case staffings
- Attend staff meetings to provide input regarding client service provision
- Represent agency through participation in community groups as directed by supervisor
- Provide client transportation as requested by supervisor
- Assist with researching and obtaining community resources
- Maintain records/files, documentation as requested
- Provide community education as requested
- Provide emergency after hours back-up services as needed
- Must complete a minimum of 12 hours of SA and 30 hours of DV training annually
- Perform other duties as assigned

Qualifications:

- Must be able to lift 30 pounds on a regular basis and fulfill general house keeping duties
- Must complete a minimum of 42 hours of domestic violence and sexual assault training provided by SDV&SAS
- Experience working in DV or SA, or related field
- Must have sensitivity to domestic violence and sexual assault issues
- Must believe in an anti-oppression model and be committed to ending violence against women and all other forms of violence in our community through advocacy and action for social change
- Ability to work well with women and children from diverse backgrounds
- Must be willing to follow agency policies and procedures at all times
- Must have a professional attitude and be able to maintain strict confidentiality
- Ability to work independently as well as have the ability and willingness to take and follow directions
- Good organizational skills and proficiency at following through with assigned duties
- Good communication skills (oral and written)
- Must have a dependable vehicle, a current and valid WA state drivers license and proof of insurance

Preferred:

- Ability to speak and translate Spanish preferred

I have read and understood this job description: _____ Date _____

It is our policy and in accordance with our commitment to eliminate discrimination to provide equal employment opportunity and to provide services to anyone who seeks assistance, regardless of ethnicity, culture, gender, age or sexual orientation.