



BILINGUAL SHELTER ADVOCATE

Safe Shelter of St Vrain Valley is seeking a three-quarter time (32 hours) Bilingual Residential Shelter Advocate. We are seeking an individual who is passionate about the prevention of interpersonal and family violence, victim advocacy, and has a strong desire to work with victims of relationship abuse and positively impact the lives of others.

This individual is responsible for provision of crisis intervention, client support, domestic violence education, and development of an action plan for monolingual Spanish speaking adults and children, as well as English speaking adults and children in the Emergency Shelter facility.

We provide opportunities for ongoing professional development and training and offer the opportunity to improve our community and the lives of individuals affected by domestic violence.

Key responsibilities include, but are not limited to:

Residential Client Advocacy

- Provide screening, intake, crisis intervention, safety and needs assessment, ongoing individual counseling, advocacy, and referral services for Spanish speaking adults and their children, as well as other adult and child residents
- Assist clients in development of an Action Plan, maintain progress notes, and provide client advocacy with a wide variety of community agencies
- On a daily basis, assist all clients in adjusting to Shelter living and support clients in reaching personal goals
- Answer phones, take crisis calls, provide advocacy, information, and referrals to callers; provide Spanish/English translation on the phone and in person
- Share, with other Spanish speaking advocates, the Spanish back-up phone line—responding to calls 24/7 while on shift
- Assist clients in exiting Shelter; refer to Safe Shelter Outreach advocates and other community services as appropriate

General Duties

- Act as part of the overall Shelter team in providing strengths-based, client determined, trauma-informed advocacy
- Help create and maintain a safe and secure environment for all clients
- Continually identify promising practices in service access and delivery
- Maintain and update knowledge of community resources
- Establish collaborative relationships with appropriate community agencies to efficiently and effectively serve clients
- Provide education to the community at large, as needed
- Assist in the training of new staff, volunteers, and interns, as requested
- Assist in creating and achieving program goals and objectives

- Attend and participate at all Safe Shelter meetings pertinent to duties assigned to the position
- Participate in fundraising and special events preparation, implementation, and attendance throughout the year
- Attend training as pertinent to job duties and professional development
- Prepare rooms for in-coming clients when necessary
- Other duties as assigned

General Qualifications:

- Speak, comprehend, read, and write Spanish and English fluently
- Demonstrate knowledge and understanding of the physical, psychological, and sociological issues involved in domestic violence
- Have a thorough understanding of Latino culture and the dynamics of domestic violence within that community
- Demonstrate experience in crisis intervention, individual, and group counseling
- Communicate effectively –possess excellent written and verbal skills
- Possess a general knowledge of community resources
- Use discretion, think independently, and make decisions appropriately
- Work independently and as part of a team
- Possess and exercise non-judgmental attitudes and compassion in addressing victim issues
- Demonstrate computer skills – primarily Windows and Microsoft programs
- Possess a valid driver’s license and proof of insurance

Physical Qualifications:

This position can be physically demanding, including sitting, walking, bending, reaching, lifting up to 30 lbs., speaking and listening. The work environment includes fast paced crisis intervention, phone calls, light home maintenance and the use of computer and fax machines. The protocol of confidentiality, safety and security must be respected and adhered to.

Educational Qualifications:

Bachelor’s degree in a social service or related field plus a minimum of two year’s work experience in human service delivery programs, or any equivalent combination of education and experience.

Position Status: Salaried, Non-Exempt, three-quarter time (32 hours), Sunday-Wednesday. Salary is \$28,000.

Please email cover letter and resume to: jane@safeshelterofstvrain.org

We Are An Equal Opportunity Employer: It is the policy of Safe Shelter of St Vrain Valley to provide equal opportunity for all qualified persons and we will recruit, hire, train and promote into all job levels the most qualified individuals without regard to race, color, creed, religion, sex, national origin, ancestry, marital status, status with regard to public assistance, disability, age, sexual orientation, or other protected status under any federal, state, or local law.