



## **Emergency Shelter Advocate**

Safe Shelter of St. Vrain Valley provides comprehensive domestic violence services, and is regarded by the community as a professional, stable, mission-driven organization governed by a dedicated volunteer Board of Directors and staffed by experienced professionals. We provide opportunities for ongoing professional development and offer staff members the opportunity to improve our community and the lives of individuals affected by domestic violence.

Safe Shelter is seeking a part-time Emergency Shelter Advocate. We are seeking an individual who is passionate about the prevention of interpersonal and family violence, victim advocacy, and making positive impacts on the lives of others.

This individual will be providing victim/survivors with crisis intervention, individual counseling, client support, domestic violence education and referrals to Safe Shelter programs and other community organizations.

### **Key Responsibilities:**

- Responding to crisis line calls from individuals who are experiencing domestic violence; making referrals when appropriate.
- Admitting adults and their children to emergency shelter.
- Assisting clients with safety planning; assessing client needs, and working with clients to formulate a plan of action.
- Adhering to the protocol of confidentiality, safety, and security at all times.
- Being available at any time to clients and crisis line callers for basic support and referrals.
- Participating in team meetings and occasional all-staff meetings.
- Maintaining complete and accurate client files and documenting all client services.
- Supervising volunteers.
- Other duties as assigned.

### **Managing routine house operations**

- Assuring that the facility is kept clean and in a safe condition.
- Stocking household items regularly.
- Cleaning rooms when clients leave shelter during shift and/or as needed.

**General Qualifications:**

- Knowledge and understanding of the physical, psychological, and sociological issues involved in family violence.
- Experience in crisis intervention.
- Effective communication skills in both speech and writing.
- Computer literacy, including familiarity with Windows and Microsoft programs.
- Ability to regularly use discretion and independent judgment.
- General knowledge of community resources.
- Possess a valid driver's license, vehicle and phone.
- Fluency in Spanish a plus

**Physical Qualifications:**

This position can be physically demanding, including sitting, walking, bending, reaching, lifting up to 30 pounds and climbing stairs. The work environment includes fast paced crisis intervention, phone calls, and light home maintenance.

**Educational Qualifications:**

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

**Position Status:** This position is hourly; pay is \$17/hour. 24 hours per week; 9am-5pm Thursday, Friday, Saturday.

Please email cover letter and resume to: [jane@safeshelterofstvrain.org](mailto: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.*