



OUTREACH ADVOCATE

Safe Shelter of St. Vrain Valley (Safe Shelter) provides comprehensive support for survivors of domestic violence, abuse in later life, and human trafficking. Safe Shelter 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. Safe Shelter promotes survivor self-empowerment through direct services and community education, and advocates for the right of every individual to live a life free from intimidation, exploitation, and abuse.

Key Responsibilities:

This position functions as part of a team. Areas of responsibility may fluctuate or change; other duties may be assigned depending on the needs of the organization. Specific duties shall include, but are not limited to:

General Duties:

- Provide crisis line support to callers
- Help maintain a safe and secure environment for all clients
- Maintain thorough, accurate records of services provided
- Attend training as pertinent to job duties and professional development
- Support in training new staff, volunteers, and interns, as requested
- Maintain collaborative relationships with community agencies to efficiently and effectively serve clients
- Provide education to the community at large, as needed
- Participate in fundraising and special events preparation, implementation, and attendance throughout the year
- Attend all staff meetings
- Other duties as assigned

Advocacy

- Be responsible for completing intakes with new clients and entering intakes into database
- Provide crisis intervention, needs assessments, advocacy, ongoing individual counseling, referrals, and follow-up services for adult clients, which includes:
 - Maintain confidentiality at all times
 - Meet regularly with clients to develop their self-identified goals
 - Provide overall support as clients work to achieve their goals
 - Make appropriate referrals
 - Coordinate services with community partners and Safe Shelter Staff to assist clients in accessing resources that increase their safety, self-sufficiency, and long term stability.

General Qualifications:

- Knowledge of physical, psychological, and sociological issues involved in domestic violence
- Understanding of principles, practices, and objectives as related to client-directed and trauma-informed services
- Use discretion, think independently, and make decisions appropriately
- Exercise non-judgmental attitude and compassion when addressing victims
- Experience in crisis intervention, individual, and group counseling
- Experience in working with people of diverse backgrounds
- Communicate effectively, verbally and in writing
- General knowledge of community resources
- Have a working knowledge of Windows and Microsoft programs
- Possession of, or ability to obtain, a valid Colorado Driver's License and proof of insurance.
- Spanish/English bilingual preferred, but not required

Preferred Educational Qualifications:

Master's or Bachelor's degree in counseling or related field, plus a minimum of two year's work experience in human service delivery programs, or any equivalent combination of education and work/life experience.

Position Status:

Occasional evenings and weekends may be required for special events.

Salaried, Non-Exempt, Full-time (4 days/32 hours per week). Salary range is \$38,000 to \$45,000 per year, with an additional \$2,000 per year bonus for bilingual advocacy. Bilingual advocates share a crisis line phone that is answered 24/7.

Benefits include health, vision, dental and life insurance. Fourteen paid holidays (seven of which are 'Floating Holidays') and generous Paid Time Off (PTO) yearly.

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.