



Relief/On Call Domestic Violence 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 training and offer the opportunity to improve our community and the lives of individuals affected by domestic violence.

Safe Shelter of St Vrain Valley is seeking Relief/On call Staff to join our Residential Shelter team. We are seeking individuals who are passionate about the prevention of interpersonal and family violence, victim advocacy, and have a strong desire to positively impact the lives of others.

These individuals will be responsible for provision of direct client services, handling routine house operations, and shelter program administration and support as stated in this job description.

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

Key Responsibilities:

- Direct client services:
 - Answer 24/7 crisis line from individuals who are experiencing domestic violence; provide support and/or referrals to callers.
 - Receive adults and their children into shelter.
 - Be available to clients for support at all times.
 - Make referrals to community resources when appropriate.
 - Facilitate group meetings.
- General:
 - Secure building and property at predetermined times and/or when safety concerns arise (accounting for all clients; locking doors, setting alarms, closing windows, etc.).
 - Oversee cleanliness and safety of property.
 - Maintain complete and accurate client files, documenting all client services in database
 - Other duties as assigned.

Qualifications – General:

- Knowledge and understanding of the physical, psychological, and sociological issues involved in family violence.
- Experience in crisis intervention.
- Communicate effectively in speech and writing; be computer literate and familiar with Windows and Microsoft programs.
- Ability to regularly use discretion, follow confidentiality practices, and exercise independent judgment.
- General knowledge of community resources.
- Possess a valid driver's license, vehicle and phone.
- Able to climb stairs.
- Fluency in Spanish a plus.

Preferred Qualifications – Educational:

Bachelor's Degree in human services related field, plus two years work experience in human services delivery programs, or equivalent combination of education and work/life experiences.

Position Status:

This position functions as part of a team and is accountable to, and under the direct supervision of the Shelter Manager.

Shifts on the weekends are Friday from 4:30pm to Monday 8:30am; approximately 64 hours.

Weekday Relief/Overnight hours are from 4:30pm to 8:30am; approximately 16 hours.

Hours may vary depending on the needs of the agency.

There is a staff bedroom for weekend and overnight use.

This is a non-exempt, hourly position. Starting pay is \$15.00/hr.

Send 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.