



## **BILINGUAL 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 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 a Bilingual 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 English speaking adults 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:

### **Client Advocacy**

- Provide screening, crisis intervention, safety planning, ongoing individual counseling, advocacy, and referrals for adults in the Emergency Shelter
- Assist and support clients in adjusting to Shelter living
- Answer crisis calls, provide advocacy, information, and referrals to callers
- Provide Spanish/English translation on the phone and in person
- Carry the Spanish back-up phone—responding to calls when needed

### **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
- Maintain collaborative relationships with 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
- Attend Safe Shelter staff meetings
- Participate in fundraising and special events preparation, implementation, and attendance throughout the year
- Attend training as pertinent to job duties and professional development
- Other duties as assigned

**General Qualifications:**

- Speak, comprehend, read, and write Spanish and English fluently
- Possess 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
- Experience in crisis intervention, individual, and group counseling
- Communicate effectively, verbally and in writing
- General knowledge of community resources
- Use discretion, think independently, and make decisions appropriately
- Exercise non-judgmental attitude and compassion when addressing victims
- Have a working knowledge of Windows and Microsoft programs
- Possess a vehicle, valid driver's license and proof of insurance

**Work Environment:**

This position can be physically demanding, including sitting, walking, bending, reaching, lifting, and performing light home maintenance and cleaning. The protocol of confidentiality, safety and security must be respected and adhered to at all times.

**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 work/life experience.

**Position Status:** Salaried, Non-Exempt, three-quarter time (32 hours), Sunday-Wednesday. Sunday and Wednesdays shifts are 12-8pm; Monday and Tuesday shifts are generally 9am-5pm. Salary is \$31,000 with an additional \$750 per year bonus for bilingual; paid in bimonthly increments.

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.*