



## **Adult Advocate**

Safe Shelter of St. Vrain Valley provides comprehensive domestic violence victim 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.

Safe Shelter is seeking a full-time Advocate to join our team. 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.

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

### **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:

#### **Client Advocacy**

- Be responsible for completing intakes with new clients and entering intake into database
- Provide crisis intervention, needs assessments, advocacy, ongoing individual counseling, referrals, and follow up services for adult clients, which includes:
  - Meet regularly with clients to develop their self-identified goals
  - Make appropriate referrals
  - Maintain confidentiality at all times
  - Provide overall support as clients work to achieve their goals
  - Coordinating 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 Duties:**

- Provide Crisis line support
- Help 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
- Participate in fundraising and special events preparation, implementation, and attendance throughout the year
- Attend all staff meetings
- 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
- Other duties as assigned

**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
- Experience in working with people of diverse backgrounds
- 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
- 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:**

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, Full-time. Salary is \$36,000 with an additional \$1,000 per year bonus for bilingual. Bilingual advocates share a crisis line phone that is answered 24/7.

Benefits include health, vision, dental and life insurance. Ten paid holidays and generous Paid Time Off (PTO) yearly.

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.*