

HAVEN WEEKEND SHELTER ADVOCATE

The Weekend Shelter Advocate is responsible for providing support and advocacy to victims of domestic and sexual violence and their children in the emergency shelter. This position is the primary direct service provider for the weekend shift at the shelter. The Weekend Shelter Advocate works in conjunction with weekday Shelter Staff and the Shelter Manager to offer and provide services for parents and children at the shelter, including intakes, assessments, advocacy, case management, crisis counseling, ongoing emotional support, safety planning, parenting support, information, education, and referrals, and support obtaining and filing relevant court documents (e.g., restraining order, parenting plans).

ESSENTIAL FUNCTIONS:

Direct Service

- Provide direct service and emotional support to the shelter residents utilizing an empowerment philosophy and according to protocol.
- Acts as a positive role model for residents, demonstrating healthy boundaries, crisis response skills, resourcefulness, and positive parent child interactions.
- Makes referrals and advocates for connections to community resources such as educational, housing, medical care, childcare, etc.
- Facilitates house meetings with shelter residents.
- Understands and follows current policies and procedures for all shelter operations in order to ensure safety of residents and staff.

General Shelter Support

- Prepare rooms for intake/discharge, household and food inventory, and maintaining cleanliness of shelter.
- Responsible for securing shelter at the beginning/end of each shift.
- Instructs, supervises, and helps implement housekeeping chores required of residents.
- Accurately complete all necessary paperwork including client logs, information and referral intake, discharge forms, and any other required documentation and record-keeping by end of shift.
- Make recommendations on how to improve the weekend process and programming to Shelter Manager.
- Collaborate with other staff members as necessary to contribute to maintaining a work environment that is inclusive, welcoming and free from negativity.

Physical Demands

- Work requires the ability to ascend or descend stairs, the ability to monitor and observe the activities of residents within the facility, exposure to cleaning products, chemicals, and solvent, occasionally work in outdoor weather conditions, and the ability to move or transport supplies or equipment weighing up to 20 pounds unassisted.

Other Responsibilities

- Participate in supervision with the Shelter Manager.
- Participate in Shelter Team Meetings.
- Participate in trainings as needed to maintain agency advocate certification.
- Encouraged, but not required to attend monthly all-staff meetings.

QUALIFICATIONS

Education / Work Experience

- Associate Degree preferred or three years relevant experience.
- Preferred Qualifications: Prior shelter experience or experience working with survivors of violence of diverse communities (i.e., based on race, ethnicity, sexual orientation, disability, age, gender identity, class, education, immigration status, etc.) highly desired.

Skills

- Fosters positive, safe, and trauma-informed relationships with shelter residents, while supporting and understanding empowerment philosophy.
- Strong crisis intervention, advocacy, active listening, and critical thinking skills.
- Ability to address conflict and contribute alternative solutions in a direct, constructive, and professional manner.
- Ability to communicate effectively, both orally and in writing.
- Prudence in handling confidential client and administrative information.
- Ability to prioritize, be self-directed, and manage a variety of tasks.
- Capability to work independently or with others.
- Ability to network with other community agencies.

Knowledge

- Understanding and sensitivity of the dynamics and effects of domestic and sexual violence.
- Familiarity with community and social service agencies/resources locally and statewide.

Traits

- Ability to work with individuals of all ages, races, culture, gender, sexual orientation and abilities and their children, passionate about the issues of domestic and sexual violence, Commitment to social justice.
- Ability to work independently and on multiple projects simultaneously.
- Ability to maintain healthy boundaries.

Requirements

- Must complete 30-hour advocacy training.
- Must pass criminal and driver's license records check.

STATUS OF POSITION

Hours: Part time, Weekend, Per-diem, 8-hour shift (9am-5pm)

Compensation: Hourly (non-exempt); Non-Benefits Eligible

Reports to: Shelter Manager

To apply, please submit a current resume to our Shelter Manager, Kara Rodenhizer at: kara@havennh.org.