

***Domestic Violence Services of Snohomish County*****RELIEF ADVOCATE – DV Emergency Shelter**

**Hours:** Varied: Part-time as needed/scheduled to fill Advocate shifts at the DVS Emergency Shelter

**Reports to:** Shelter Manager

**Job Summary:** The position provides advocacy services to crisis line callers and to residents of DVS's confidential shelter who are victims of domestic violence (DV).

**Applications due:** Open until filled.

**Responsibilities:**

- ❖ Be reasonably available to respond to Shelter needs to cover day, evening and overnight shifts
- ❖ Provide crisis intervention information, safety planning, support, and advocacy to crisis line callers and shelter residents
- ❖ Screen domestic violence victims for admittance to emergency shelter
- ❖ Complete shelter screening, intake and exit procedures
- ❖ Provide individual support and advocacy based services to shelter residents and their children
- ❖ Monitor shelter activities to maintain safe and supportive shelter atmosphere
- ❖ Maintain all required shelter paperwork in a timely, accurate, objective, and confidential manner
- ❖ Function as a cooperative member of the shelter services team, communicating with other staff and attending meetings as requested
- ❖ Facilitate support groups as assigned
- ❖ Share case management responsibilities with other shelter advocates
- ❖ Communicate with all callers, shelter residents and staff in a manner that reflects respect and equality among all individuals
- ❖ Conduct all work in a manner consistent with the policies and procedures of the shelter and of the agency.
- ❖ Maintain consistent client/advocate and staff/staff boundaries that encourage client and individual staff decision-making and problem solving of each individual's issues.
- ❖ Transport residents in shelter vehicle as needed
- ❖ Light Housekeeping duties and restocking supplies
- ❖ Perform additional duties as assigned

**Requirements:**

- ❖ Understanding of domestic violence issues and victim's needs
- ❖ Ability to make decisions and exercise sound judgment
- ❖ Demonstrated skill in written and verbal communication
- ❖ Experience in prioritization and problem solving

- ❖ Ability to provide culturally appropriate services to people from diverse backgrounds
- ❖ Ability to work as a member of a team as well as independently
- ❖ Bilingual capabilities preferred.
- ❖ Ability to maintain strict confidentiality of client and agency information
- ❖ Basic computer skills including Microsoft Word, knowledge of Internet, e-mail and ability to learn new programs
- ❖ Valid Washington State Driver's License
- ❖ Must have documentation of 20 hours of D.V. Advocacy-based training, be in process of obtaining this or be willing to take a course offered by a certified D.V. Advocacy-based organization
- ❖ Agreement with DVS philosophy statement

**DVS DOES NOT DISCRIMINATE AGAINST PERSONS BECAUSE OF RACE, ETHNICITY, AGE, GENDER, SEXUAL ORIENTATION, MARITAL STATUS, RELIGION OR ABILITY.**