



## **JOB POSTING**

### **OVERNIGHT ADVOCATE – DV Emergency Shelter**

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Would you like to be part of the premier woman's organization in Snohomish County? Domestic Violence Services of Snohomish County (DVS) is dedicated to ending domestic abuse by providing a wide range of services for victims and facilitating social change. Every day our staff, volunteer teams, and Board of Directors work side-by-side to determine the needs for our agency.

#### **GENERAL SUMMARY**

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

#### **ESSENTIAL DUTIES:**

- 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 overnight shelter paperwork in a timely, accurate, objective, and confidential manner
- Function as a cooperative member of the shelter services team, communicating with other staff effectively
- 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.
- Data entry into HMIS and InfoNet
- Housekeeping duties nightly and restocking supplies, including but not limited to:
  - Cleaning guest rooms and making them guest ready - when they are vacant.
  - Ensuring that common areas are picked up, clean and stocked (i.e.; toilet paper in bathrooms, pens/forms in resource room).
  - Occasionally tidying up common areas/cleaning windows/call center etc. for an upcoming tour.
  - Occasionally packing up a resident's belongings if they have exited without taking their things.

#### **MINIMUM QUALIFICATIONS:**

- Understanding of domestic violence issues and victim's needs
- Experience and/or training in crisis intervention and peer counseling
- Ability to make decisions and exercise sound judgment
- Demonstrated skill in written and verbal communication



- Bilingual capabilities desired.
- 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
- Ability to maintain strict confidentiality of client and agency information
- 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
- Alignment with DVS's Mission, Vision, and Values Statement\*
- Be reasonably available to respond to Shelter needs to cover unscheduled overnight shifts
- Ability to stand; walk; sit; use hands to finger, handle, or feel; reach and extend with hands and arms; push; pull; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds.

The above job description is meant to describe the general nature and level of work performed; it is not intended as an exhaustive list of all duties, responsibilities and required skills for the position. Employees will be required to follow any other job-related instructions and to perform other duties requested by their supervisor in compliance with Federal and State laws. Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.

This is a part time, hourly position reporting to the Shelter Manager. The hours of work are 11:00 pm – 7:30 am. The typical schedule varies somewhat, but often includes three overnight shifts in a workweek. DVS provides a competitive base rate and paid sick leave.

To be considered for the position, candidates should review the Mission, Vision, Values statement\*, submit a completed DVS Application Form, current resume and cover letter outlining the qualifications and salary expectations to:

Domestic Violence Services of Snohomish County  
P.O. Box 7  
Everett, WA 98206

Fax 425-258-5976

or email at: [admoffice@dvs-snoco.org](mailto:admoffice@dvs-snoco.org)

Only candidates that meet the posted qualifications will be contacted by our recruiter.

\* <http://dvs-snoco.org/wp-content/uploads/2017/08/Vision-Mission-Values.pdf>