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.