



Job Description

Overnight Shelter Advocate

Would you like to be part of a premier nonprofit in Snohomish County dedicated to ending domestic violence and intimate partner violence for individuals and families? Domestic Violence Services of Snohomish County (DVS) is dedicated to ending domestic abuse by providing diverse and equitable services for individuals impacted by Intimate Partner Violence (IPV), including their children, and by facilitating social change. Our vision is to create an environment, which is safe, responsive and supportive of individuals and/or families impacted by IPV. DVS is dedicated to fostering individual dignity, respect, hope and self-determination.

General Summary

The Overnight Shelter Advocate position provides advocacy services to crisis line callers and 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 a safe & 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 and attending meetings as required.
- Attend seminars and community events.
- Facilitate support groups as assigned.
- Share case management responsibilities with other shelter advocates.
- Enter information into county & state databases.
- 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 & procedures of the shelter and the agency.
- Maintain consistent client/advocate and staff/staff boundaries that encourages client and individual staff decision-making and problem solving of each individual's issues.
- Light 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/babysitting 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 items.

Minimum Qualifications

- Minimum high school diploma or GED, or equivalent educational background.
- Minimum 2 years of experience as an Advocate or working with families in crisis, preferably in a residential setting.
- Must have documentation of 20 hours of DV advocacy-based training, be in the process of obtaining this or be willing to take a course offered by a certified DV Advocacy-based organization.
- Bi-lingual capability preferred.

Knowledge, Skills & Abilities

- Commitment to the agency's mission, vision and values.
- Ability to work a typical schedule in the office, Monday to Friday, 40 hours per week, but periodically work a varied schedule with some evening and weekends as required.
- Understanding of domestic violence issues and victim's needs.
- Excellent networking skills and ability to present a professional appearance when representing the agency.
- Demonstrate skills in written and verbal communication.
- Experience in organization, prioritize and problem solving with ability to handle multiple priorities in a timely and efficient manner.
- Ability to maintain strict confidentiality of client and agency information.
- Engage clients and community partners over the phone or in-person by voice.
- Ability to work as a member of a team as well as independently.
- Experience working with families in crisis preferred.
- Basic computer skills: Microsoft Office, working knowledge of internet, email, and ability to learn new programs.
- Ability to provide culturally appropriate services to people from diverse backgrounds.
- No disqualifying criminal history or sex offender convictions (WSP WATCH & DOJ Sex Offender Registry).
- Be reasonably available to respond to shelter needs to cover unscheduled overnight shifts.



Position Specifics

This is an hourly position reporting to the Shelter Manager. The typical schedule is 11:00pm – 7:30am (56 hours per pay period). DVS provides a comprehensive salary and benefits package that includes health insurance, dental, long-term disability, and generous paid vacation and sick leave.

Salary

Salary Range: \$37,440 - \$43,403 based on background and experience.

To Apply

To be considered for the position, candidates should submit a completed DVS Application Form, current resume and cover letter outlining the qualifications and salary expectations.

By Mail

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

By Email

admoffice@dvs-snoco.org

Mission, Vision, and Values

<https://dvs-snoco.org/who-we-are-shelter/>

DVS is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, among other things, or status as a qualified individual with disability.