

## **Job Posting Relief Advocate**

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*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 Relief Advocate position provides routine and escalated advocacy services to crisis line callers and to residents of DVS's confidential shelter who are survivors of domestic violence (DV).

### **Essential Duties**

- 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 DV victims for admittance to emergency shelter.
- Complete shelter screening, intake and exit procedures.
- Provide culturally appropriate 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.
- Ability to “self-start” and work independently, while integrating input from collaborators and direction from supervisor.
- 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 of supplies.
- Perform additional duties as assigned.

#### **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.
- Ability to travel locally to attend events representing DVS.
- Vehicle with current driver's license, registration and insurance required.
- No disqualifying criminal history or sex offender convictions (WSP WATCH & DOJ Sex Offender Registry)

#### **Position Specifics**

This is a part-time hourly position reporting to the Shelter Manager. The relief schedule varies on days and times. 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: \$37,190 - \$43,114 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](mailto: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.*