



Mission: *To offer resources for building health relationships and to work with community partners to provide services for healing the effects of interpersonal violence.*

Vision: *A community unified in peace and justice for the safety and well-being of every individual.*

TITLE: Shelter Advocate

GENERAL DESCRIPTION:

Join a passionate, dynamic team dedicated to eliminating all forms of power-based personal violence, promoting peace, justice, freedom, and dignity for all. The ideal candidate is a warm, self-starter deeply committed to providing services from a strengths-based, social justice and anti-oppression framework.

This position provides trauma informed care to Clients primarily at the emergency shelter with occasional requests to provide coverage at the Client Services Center (CSC). Some on-call weekends and holidays will be required.

INITIAL SALARY: \$17.00/hour
(\$16.00 prior to completion of Crisis Intervention Certification)

SUPERVISOR: Shelter Manager

STATUS: Part time, Non-Exempt

BENEFITS: sick, holiday pay, vacation, flexible paid time off, 401k and employer match contribution

QUALIFICATIONS:

- Have a reliable means of transportation, valid driver's license and insurance. Must be willing to provide transportation to clients in personal or agency vehicle.
- Must pass Live Scan.
- Must have a reliable means of mobile communication and cell service or landline at your home.
- Bachelor degree in social services field preferred or equivalent experience.
- Must have Crisis Intervention Training certification with emphasis on power-based personal violence, or be able to successfully complete state required training (this training can be provided).
- CPR certification required (this training can be provided).
- Fluency in speaking and writing English; bilingual encouraged to apply (differential provided).
- Have the ability to respond in-person to a crisis line call out within 30 minutes.

SKILLS AND KNOWLEDGE:

- Must abide by the Employee Manual and Community Beyond Violence (CBV) Policies and Procedures and adhere to CBV competency, ethical standards, values and mission.
- Open and willing to work through change in the workplace.
- Must embrace principals of trauma informed care and commit to on-going personal growth.

- Adhere to the philosophy that Clients are an expert in their own healing and all participation in services are voluntary.
- Participate in on-going training in power-based personal violence and related fields required.
- Handle multiple tasks, manage time, evaluate progress and adjust activities to complete tasks within established time frames and produce high quality work.
- Communicate with the public and community agencies.
- Work both independently, as well as collaboratively with team members.
- Communicate sensitively and without judgment and to abide by agency confidentiality policy.
- Use good judgment to take responsibility for decisions made.
- Be flexible with work hours. Occasional weekends or holidays will be required to be on-call.
- Possess emotional maturity and stability, and role model non-violent behavior in resolving conflicts and exercise appropriate boundaries.
- Accept and work with people from diverse personal and cultural backgrounds.

DUTIES AND RESPONSIBILITIES:

A. Shelter Client Services

1. Provide encouragement and support to clients to identify their values, needs, goals and action steps.
2. Research and refer and advocate for clients with appropriate resources.
3. Provide daily check-ins, counseling or basic life skill interactions to Shelter clients.
4. Provide transportation for clients in personal vehicle or agency van when necessary to achieve action steps in plan.
5. Provide age appropriate communication and activities for children in the shelter, ie: assist in finding childcare, sign up for school or bus schedule, etc.
6. Assist clients with Victim Witness, CalFresh, CalWorks and other social service applications.
7. Encourage and assist clients to accomplish cleaning schedule and rotate duties each weekend for upcoming week.
8. Participate in upkeep of shelter, property and vehicles, and maintain household supplies, ie: house food, making beds, cleaning rooms, laundry, yard work, house cleaning.
9. Record data and services provided to clients daily including blog, email, client binder, filing and Apricot data system.
10. Attend staff/advocate/shelter team meetings.
11. Participate in shelter and client service center case management and collaboration of client services.
12. Provide Advocacy as needed for clients, empowering client to learn self-advocacy over time.
13. Facilitate support groups, house meetings and healing activities as needed.
14. Assist or coordinate with Protective Order paperwork and provide court or Family Court Services accompaniment as necessary.
15. Help clients to gain an income as needed, including disability, Cal Works, or employment, including referring to Career Center for assistance with resumes, interview skills and job postings.
16. Provide assistance to find housing, rental/utility assistance and coordinated entry.
17. Work closely with Supervisor and Shelter Team.
18. Report needed Shelter repairs or emergencies immediately to Shelter Supervisor.
19. Participate in collaborative case management with outside agencies.

Crisis Intervention

1. Provide services for clients at CSC, including temporary restraining orders, advocacy, and accompaniment to court, social services, housing assistance, resource and referrals.
2. Provide coverage for CBV's 24-hour Crisis Line including 24-hour response to emergency calls from law enforcement, hospital or for motel room.

3. Provide daily phone and in-person counseling to domestic violence and sexual assault clients using compassionate, nonjudgmental communication.
4. Provide accompaniment for clients to critical services as needed (hospital, law enforcement, court)

C. Other Responsibilities

1. Network with, attend collaboration meetings, and provide trainings for other local agencies.
2. Provide presentations to community groups if requested.
3. Participate in Crisis Intervention Volunteer training as needed.
4. Other duties as assigned.

PHYSICAL REQUIREMENTS:

This position requires the ability to use both hands in a semi-repetitive motion frequently. The employee sits frequently and stands/walks intermittently. Must be able to lift and carry objects up to 50 lbs. Must be able to sit, stand, walk and otherwise physically function as necessary in an office environment to perform requirements of position. Reasonable accommodations can be made for qualified employees with disabilities.

Community Beyond Violence is an Equal Opportunity Employer.

All positions are grant funded and subject to possible funding/position loss.

Elements of this job description will be periodically evaluated and are subject to adjustment by CBV.