

Shelter Advocate (part-time)

- I. General Position Description: The Shelter Advocate is a part-time position for 20 hours per week. This position will work from the SAFE Project office at 319 S. Lincoln St., report directly to the Executive Director, and work closely with the Shelter and Housing Coordinator to serve survivors and their children and pets while in SAFE Project's emergency shelter. Primarily responsible for providing direct services, advocacy and case management to survivors of domestic and sexual violence and stalking, specifically those staying in the shelter. In addition, the Shelter Advocate will assist with operation and upkeep of the shelter, provide housing and supportive services to clients transitioning out of shelter or unsafe homes, and manage confidential data for reporting purposes.
- II. Direct Services/Shelter
- Serve survivors during office hours Monday-Friday, by appointment outside of office hours, and while on-call on the 24-hour hotline;
 - Responsible for direct services and ongoing support to survivors in shelter;
 - Assist with operations of the shelter, including door codes and locks, restocking, cleaning, upkeep, and providing groceries and supplies to shelter residents;
 - Provide ongoing shelter checks, case management, and weekly meetings to set safety and sustainability goals and evaluate progress with shelter residents;
 - Help clients with completing protection orders for domestic violence, stalking, or sexual assault, victims compensation, and other forms as needed;
 - Accompany survivors to court, hospital, and other agencies as needed;
 - Communicate regularly with office staff about shelter occupancy status, clients sheltered in motels, children and pets in shelter, and other client information;
 - Communicate regularly with partner agencies;
 - Assist with coordinating pet vaccinations for pets to stay in shelter;
 - Manage donations for the shelter and client households;
 - Other shelter duties and advocacy as needed;
 - Carry the 24-hour hotline phone one night per week, one weekend each 6-8 weeks, and some holidays;
 - While on-call, responsible for responding to emergencies as necessary.
- III. Client Safety and Sustainability
- Provide housing and sustainability related case management and advocacy to shelter and non-shelter clients as necessary, including but not limited to:
 - Setting and working toward client goals for housing, employment, and self-sufficiency/sustainability
 - Providing resources/referrals for new or better employment and safe, affordable housing
 - Working with landlords to avoid eviction or to find and secure openings
 - Helping with applications in regards to housing, benefits, or sustainability
 - Working with clients on budgeting skills
 - Providing transportation as necessary for clients to view rental properties

IV. Administration

- Use Google Workspace including Docs, Sheets, Slides, Forms and Google Drive to proficiently to create, modify, and store office documents;
- Maintain client files, services, demographics, and statistical data in Apricot database for internal evaluation and submitting reports to granting agencies;
- Monitor and enforce shelter rights, responsibilities, and procedures for residents;

V. Other

- Attend staff meetings, client updates, an annual board and staff retreat, an annual agency fundraiser, and other relevant events and activities;
- Attend conferences and staff development webinars to stay informed and educated;
- Participate in SAFE Project's advocacy training as needed;
- Assume other duties as directed by the Executive Director.

VI. Requirements

- Must be 18+;
- Have a valid driver's license and access to reliable transportation;
- Pass a criminal history screen and background checks;
- Complete statutory 40-hour advocate training in the first 90 days of employment;
- Able to work 20 hours per week, including some evenings and weekends.

VII. Qualifications

- High school diploma, or Associate's or Bachelor's degree or equivalent experience preferred;
- Case management experience preferred;
- Ability to work compassionately with diverse and at-risk/vulnerable populations
- Excellent communication skills, both written and oral;
- Experience working cooperatively in a team required;
- Ability to work independently with limited supervision;
- Proficient use of technology including Google workspace programs preferred;