

SHELTER FOR ABUSED WOMEN & CHILDREN JOB DESCRIPTION

- Title:** Part Time Shelter Advocate
- Reports to:** Residential Manager
- Status:** Part-time, Non-exempt. Schedule may be daily 12-hour shifts, two overnights per week.
- Description:** Provide all services required by residential program participants and crisis hotline callers.
- Requirements & Skills:**
- * Bi-lingual (English, Spanish, Creole preferred)
 - * Experience in domestic violence and human trafficking intervention & prevention preferred
 - * Training and experience in crisis intervention counseling preferred
 - * Ability to advocate on behalf of victims
 - * Calm under pressure
 - * Good organizational skills
 - * Good computer skills
 - * Valid Florida driver's license
 - * Successful completion of Core Competency Course & CPR/First Aid Course
- Duties:**
- * Provide empowerment based family advocacy for all participants
 - * Assess participants' needs.
 - * Answer the crisis hotline and provide callers, as well as all program participants, with empowerment based crisis counseling, guidance, emotional support, information, and referrals. Determine if the victim is seeking emergency shelter and offer assistance as needed.
 - * Provide services to eligible individuals regardless of race, religion, color, national origin, gender, age, mental or physical disability, sexual orientation, citizenship, immigration status, marital status, or language spoken.
 - * Assess lethality of participant's situation.
 - * Assist participant with safety plan (development & implementation)
 - * Provide information on the dynamics of domestic violence and human trafficking
 - * Provide empowerment-based counseling (face-to-face and/or via telephone) in either individual or group settings.
 - * Provide assistance in filing for restraining orders, injunctions, protective orders, immigration, and other petitions. Support, assist, and advocate for victims at any stage in the criminal justice system.
 - * Assist with filing for compensation claims which includes making victim aware of the availability of crime victim compensation, assistance with completing the required forms, and gathering the needed documentation. Follow up in a manner that is safe for the victim.
 - * Assist victims in securing rights, remedies, and services from other agencies. Offer aid in locating emergency financial assistance, TANF benefits, and other resources. Intervene with others on behalf of the victim. Provide referrals, vouchers, and/or supplies for items such as transportation, food, clothing, and emergency housing.
 - * Assist with reporting elder abuse, child abuse, or other required reporting

- * Demonstrate an understanding of prevention principles and implement prevention activities within the shelter
- * Maintain and report statistical measurements as required
- * Maintain documentation as required
- * Maintain knowledge of community resources and refer/advocate as necessary
- * Maintain current knowledge of domestic violence with particular emphasis on legal issues
- * Other duties as assigned by manager
- * Complete required training hours to obtain and maintain privilege through FCADV
- * Adhere to The Shelter's policies and procedures

ADA:

* Must be physically mobile and able to sit, stand, bend, stoop, and lift 20 pounds. The Shelter for Abused Women & Children complies with the Americans with Disabilities Act of 1990 and support to the Deaf or Hard-of-Hearing in accordance with Section 504 of the Rehabilitation Act of 1973. The Shelter is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, disability, sexual orientation, or marital status. We assure you that your opportunity for employment with us depends solely upon your knowledge, skills, and abilities.

Signature of Preparer _____

Date _____

Signature of Employee _____

Date _____