

Safe Housing Advocate

Position Description

The Safe Housing Advocate is responsible for ensuring the cleanliness and safety of the shelter facilities and for providing empowerment-based direct services to adult and child guests and callers on the 24-hour help-line. Direct services include: Shelter intakes; Crisis intervention; Safety planning; Emotional support; Information about domestic violence, sexual assault, and trauma responses; Referrals to community resources; Accountability discussions; Sobriety support; Conflict resolution with other residents; And, parenting information and support; Holidays, evenings, weekend, weekday, and on-call overnight hours are required.

Responsibilities

The duties of this position include and are not limited to the following:

- Conduct shelter intakes and shelter orientation during shifts and on overnight on-call shifts, clearly communicating intake criteria and shelter guidelines.
- Provide direct support to adult and child victims of domestic violence, including crisis intervention, safety planning, emotional support, parenting support, and advocacy-based counseling. Interact with guests and callers utilizing trauma informed care and harm reduction models of services
- Provide direct services to 24-hour help-line callers during on-call shifts and on-site shifts between the hours of 5p and 9a.
- Provide support to parents and children in the Safe Shelter facilities. Talk to children about domestic violence, model and actively promote positive, nurturing interactions between adults and children, and assist parents in utilizing positive, non-violent parenting techniques.
- Facilitate conflict resolution and cooperative communal living between guests, always modeling healthy interactions.
- Promptly address difficulties or problems that arise with guests, respectfully revisiting guidelines and issuing warnings and exit notices as needed. Model non-violent conflict resolution and use non-violent forms of guidance.
- Take appropriate steps to deal with emergency situations with the goal of maintaining the safety and confidentiality of all residents.
- Adhere to agency policies and practices including confidentiality, mandatory reporting, and ethical standards. Maintain professional boundaries with guests at all times.
- Assist with the daily living needs of shelter residents, including accessing phone, food, transportation, medications, and personal care items. This includes transporting clients in a 15-passenger van or your personal vehicle as needed
- Complete exit surveys with guests moving out of the shelter. Clean and sanitize rooms after clients exit. Pack guest belongings as needed.
- Perform routine chores, cleaning, and maintenance tasks to ensure the safety and cleanliness of the shelter facilities. Occasionally cook communal meals.



**Domestic Violence and
Sexual Assault Services**

ending violence, transforming lives

1407 Commercial St.
Bellingham, WA 98225
www.dvsas.org

24 hour helpline: 360.715.1563
toll-free: 877.715.1563
*accepts 711 and other relay calls
Se habla español.*

Safe Housing Advocate

Responsibilities (Cont'd)

- Maintain client and agency files, statistics, forms and other record keeping. Complete all paperwork and data entry by the end of the each shift. Learn agency and State databases to ensure accurate and timely data input.
- Maintain shelter office: stock supplies as needed, photocopy necessary forms, create new guest files.
- Participate in a team-oriented approach by attending Shelter Team, Program Team meetings, and all staff meetings.

Qualifications & Requirements

- BA or BS Degree in Human Services or a related field and 2 years of experience (equivalencies will be considered).
- Experience providing empowerment-based models of care including harm reduction and trauma informed care.
- Ability to establish and maintain effective working relationships with staff and associates
- Exceptional de-escalation and conflict resolution skills.
- Must be personable with excellent verbal and written communication skills.
- Commitment to respecting individual differences and serving diverse populations.
- Positive problem-solving attitude with a willingness to provide and seek feedback from team members.
- Passion for ending gender-based violence.
- Must have a valid drivers license, insurance and a clean driving record. Must be able to drive a 15 passenger van, as well as transport clients in your own vehicle.
- Commitment to respecting individual differences and serving diverse population.
- Positive, problem solving attitude with a willingness to provide and seek guidance from team members.
- Passion for ending gender-based violence.
- Individuals with additional language fluency in Russian, Spanish or sign language are preferred and will receive a 5% salary range premium after a successful probationary period.
- DVSAS is committed to respecting and reflecting diversity. Survivors are encouraged to apply.

DVSAS Mission

The Mission of DVSAS is to support individuals affected by domestic violence sexual assault, and sexual exploitation, and to lead the community toward ending those abuses of power.

Pay Range

This is a full-time, non-exempt, hourly position that pays \$32,000—\$42,000 per year. Starting salary is generally offered within the beginning third of the pay range.

Employee Benefits

DVSAS offers employee medical benefits, retirement, an employee assistance program, paid sick leave, and paid vacation.

How to Apply

Submit a resume, cover letter, and application (found at DVSAS.org) to mtinsley@dvsas.org.



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