

Safe Housing Advocate

Position Description

The Safe Housing Advocate is responsible for providing empowerment-based direct services to adult and child shelter residents and callers on the 24-hour help-line and for ensuring the safety and cleanliness of the shelter facilities. Direct services include: shelter intakes; safety planning; emotional support; education about domestic violence, sexual assault, and trauma responses; referrals to community resources; crisis intervention; accountability discussions; conflict resolution with other residents; and parenting 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, welcoming residents and clearly communicating 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 all resident utilizing trauma-informed care and harm reduction models of services
- Provide direct services to 24-hour helpline callers, including in-person advocacy for survivors receiving forensic exams at the local hospital.
- 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 among residents, always modeling healthy interactions.
- Promptly address difficulties or problems that arise with residents, 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.



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Responsibilities (Cont'd)

- Adhere to agency policies and practices including confidentiality, mandatory reporting, and ethical standards. Maintain professional boundaries with residents at all times.
- Assist with the daily living needs of shelter residents, including transporting clients in a DVSAS vehicle or your personal vehicle as needed.
- Complete exit surveys with residents moving out of the shelter. Clean and sanitize rooms after exits. Pack resident belongings as needed.
- Perform routine chores, cleaning, and maintenance tasks to ensure the safety and cleanliness of the shelter facilities.
- Maintain professional relationships with community service providers and up-to date information on community resources.
- Maintain accurate and up-to-date record-keeping for all client services and outreach activities.
- Maintain shelter office: stock supplies as needed, photocopy necessary forms, create new guest files.
- Demonstrate 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 or 2 years of experience preferred (equivalencies will be considered).
- Experience providing empowerment-based models of care including harm reduction and trauma informed care.
- Completion (or willingness to complete) 42-hour advocacy counselor training
- Ability to establish and maintain effective working relationships with staff and community partners.
- Exceptional de-escalation and conflict resolution skills.
- Excellent verbal and written communication skills.
- Understanding of domestic violence and sexual assault and a strong desire to work with survivors.



Safe Housing Advocate

Qualifications & Requirements, Continued

- Knowledge of local community service agencies.
- Competence in basic office management, record keeping, and computer skills.
- Initiative to learn and enhance skills that promote equity and an understanding of oppression and its impact on domestic and sexual violence.
- Positive problem-solving attitude with a willingness to provide and seek feedback from team members.
- A valid drivers license, insurance and a clean driving record. Ability to drive a 15 passenger van, as well as transport clients in your own vehicle preferred.
- Commitment to respecting individual differences and serving diverse populations.
- 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 \$32,640—\$39,440 per year.

Employee Benefits

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



**Domestic Violence and
Sexual Assault Services**
ending violence, transforming lives

1407 Commercial St.
Bellingham, WA 98225
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24 hour helpline: 360.715.1563
toll-free: 877.715.1563
*accepts 711 and other relay calls
Se habla español.*