

## *Safe Housing Advocate*

**Reports To:** Safe Housing Manager

**Salary:** This is a full-time, non-exempt position that pays \$37,143-\$42,714 annually to start, based on experience.

**Benefits:** Employee medical benefits, retirement, employee assistance program, paid sick leave, paid vacation and 14 paid holidays.

*DVSAS is committed to respecting and reflecting diversity.*

*Survivors are encouraged to apply.*

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### **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.

### **Position Summary**

The Safe Housing Advocate is responsible for providing empowerment-based direct services to adult and child shelter residents and callers on the 24-hour helpline 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, clearly communicating shelter guidelines.
- Provide direct support to adult and child victims of domestic violence,

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including crisis intervention, safety planning, emotional support, parenting support, and advocacy-based counseling. Interact with all residents 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.
- 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.
- Facilitate client exits, including cleaning and sanitizing rooms and packing client belongings.
- Perform routine chores, cleaning, and maintenance tasks to ensure the safety and cleanliness of the shelter facilities, occasionally moving items weighing up to 35 pounds, as needed.
- 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 client files.
- Demonstrate a team-oriented approach by attending required staff meetings.

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## 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 strong working relationships with staff and community partners.
- Exceptional de-escalation and conflict resolution skills, including in emotionally intense situations.
- Excellent verbal and written communication skills.
- Understanding of domestic violence and sexual assault and a strong desire to work with survivors.
- Willingness to perform regular cleaning and maintenance in a residential environment, including in bedrooms, bathrooms, kitchens, and other indoor and outdoor spaces.
- 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, a willingness to provide and seek feedback from team members.
- A valid driver's license, insurance and a clean driving record. Willingness to drive a 15-passenger van, as well as to transport clients in your own vehicle preferred.
- Commitment to respecting individual differences and serving diverse populations.
- Passion for ending gender-based violence.
- Individuals with additional language fluency in Russian, Spanish or American Sign Language are preferred and will receive a 5% salary range premium after a successful probationary period.

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## How to Apply

Submit a cover letter, resume, and application (found at <https://www.dvsas.org/get-involved/employment-opportunities/>) to [employment@dvsas.org](mailto:employment@dvsas.org)

**Work Environment:** Emergency shelter environment. Ability to work in moderate and loud noise environments including, but not limited to: paging, telephones, human voices, music, and machinery. Ability to work comfortably with emotional support animals that may be present.

**Important Disclaimer:** Employees are expected to act in the best interest of DVSAS and the clients we serve, even if doing so requires actions or responsibilities not listed in the above job description. The above statements are intended to describe the general nature and level of work being performed by those assigned to this job. They are not intended to be an exhaustive list of all duties and responsibilities required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned which are not considered essential and may not be listed here.