



Job Description

Shelter Advocate (Overnight, Weekend)

Position Summary

The Shelter Advocate has primary responsibility for shelter-based services including implementation of daily shelter services, public awareness and education, and crisis intervention. The Shelter Advocate assists victims as they proceed through the criminal justice and/or medical system and provide services both during crisis and after to assist in stabilizing their lives after victimization.

Essential Duties

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

VOCA – 100%

1. Provide direct services to victims and ensure proactive service delivery and follow-up.
 - a. Respond to on-call requests for victims, sometimes at various locations including, but not limited to, law enforcement centers, hospitals, on-scene (as requested by law enforcement) and other public locations.
 - b. Provide all 12 Core Sexual Assault Services and all 13 Core Domestic Violence Services in accordance with the Advocate Manual and other agency protocols.
 - c. Assist victims to develop safety plans, both immediate and long term.
 - d. Perform victim intakes, as assigned.
2. Provide victims with referrals for other services and assist victims to apply for community resources such as housing, drug/alcohol counseling, mental health services, financial assistance, etc.
3. Assist victims to complete and submit Victim Compensation applications.
4. Primary responsibility to answer the helpline when the main office is not open.
 - a. Dispatch on-call staff as appropriate to respond to crisis.
5. Perform routine housekeeping duties to maintain a healthy and safe living environment for shelter residents.
6. Prepare meals and plan group activities on the weekend.
7. Plan and facilitate activities with children while in shelter.

Other Duties

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Competencies

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|------------------------|-----------------------------|------------------------|
| • Decision making | • Communication proficiency | • Teamwork orientation |
| • Collaboration skills | • Technical capacity | • Thoroughness |
| • Results driven | | • Flexibility |

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job primarily operates in a residential living facility. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. Work may also be performed at alternate locations including Options office(s), partner's offices, law enforcement centers, and courts. This role also routinely uses regular household equipment and cleaning supplies and is responsible for food storage and procurement.

Physical Demands

While performing the duties of this job, employees are regularly required to talk or hear. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, or crawl. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. Employees may be required to lift up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Travel

Travel is primarily local (within the 18 county service area) during the business day, although some out of the area and overnight travel will be expected.

Minimum Required Education and Experience

Associate’s degree in relevant field with a minimum of three years’ recent, related experience OR
High School Diploma/GED with five consecutive years of employment

Additional Eligibility Requirements

- Must demonstrate an acceptance and respect for cultural diversity, sexual orientation, and religious backgrounds.
- Must be able to function independently and have flexibility, personal integrity, and the ability to work effectively with a diverse clientele, staff, community partners, and allied professionals.
- Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and at times hostile people within the facility.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must have valid Kansas Driver’s License with clean driving record, reliable transportation w/ valid vehicle insurance and ability to transport victims in personal vehicle, as needed.
- Ability to work in the United States.

Classification: hourly; non-exempt
Reports to: Shelter Services Coordinator
Department: Shelter Services
Shifts: Overnight Weekend

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee Signature

Date