



Our mission is to provide Options for *help, hope, and healing* to victims and survivors of violence and abuse.

## Evening Shelter Advocate

### Position Summary

The Evening Shelter Advocate supports victims and survivors in their recovery from trauma and works closely with clients to create their own plans for independence. The Evening Shelter Advocate carries out the goals of the Shelter Services program and specializes in providing day-to-day care and on-scene crisis intervention, working mostly with individuals and families in the safe shelter house. Options' Advocates seek to examine the harmful impact of interpersonal violence and work in a survivor-driven manner with partners in other organizations to repair that harm.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Advocates must be able to respond calmly and appropriately in times of crisis and in the face of sometimes hostile clientele, must demonstrate flexible thinking and personal integrity, and must be able to function independently. Options' employees provide specific grant program deliverables as outlined in grant project narratives and allowed by each grant.

*VOCA 100% - Funds will provide support for the following:*

1. Provide direct services to victims, indirect victims, and their families.
  - a. Provide all 12 Core Sexual Assault Services and all 13 Core Domestic Violence Services in accordance with the Advocate Manual and other agency protocols, sometimes at various locations including, but not limited to, law enforcement centers, hospitals, and other public locations, including Options' offices.
  - b. Assist victims to develop safety plans, both immediate and long term.
  - c. Provide information on victims' legal rights and protections, including helping victims complete and submit Victim Compensation applications.
  - d. Perform victim screening/assessments and intakes, as assigned.
  - e. Primary responsibility to answer the helpline when the main office is not open.
  - f. Dispatch on-call staff when needed to respond to crises.
2. Provide support, assistance, and referrals for victims and survivors to access employment, housing, and related issues such as childcare, transportation, mental and physical health care, drug/alcohol counseling, financial assistance, etc.
3. Plan and participate in group activities for shelter residents.
4. Plan and facilitate activities with children in shelter.
5. Perform routine housekeeping duties to maintain a healthy and safe living environment for shelter residents.
6. Prepare meals at mealtimes.
7. Record and enter accurate service data following procedures as outlined in the Advocate Manual.
8. Establish and maintain effective communication with colleagues at shift changes to provide quality care to clients and properly maintain the facilities.
9. Complete professional development plans (minimum of 16 hours of training each year).

### Other Duties

Please note 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 prior notice.

### Supervisory Responsibility

This position has no supervisory responsibilities.

Classification: hourly; non-exempt

Department:

Shelter Services

Reports to:

Shelter Services Coordinator

**Work Environment**

This job operates in a residential living facility. This role routinely uses standard household cleaning equipment and appliances as well as office equipment such as computers, phones, copiers, filing cabinets, telehealth software, chat software, and fax machines. Work may also be performed at alternate locations including the Options’ office(s), partner offices, law enforcement centers, medical facilities, and courts.

**Physical & Emotional 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 items 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. While performing the duties of this job, advocates will find themselves in high stress and emotionally charged situations. Advocates will be able to identify and manage their own emotions, triggers, and coping strategies (from their own emotional volume plan) while assisting survivors in crisis. Advocates develop annual professional wellness plans to help reduce the impact of vicarious trauma and compassion fatigue.

**Organizational Values**

Options’ services are Free, Confidential, & Voluntary. Options focuses on providing care that is survivor-centered, trauma-responsive, culturally relevant, compassionate, and available to all. Options collaborates with employees to examine problems, develop solutions, and make decisions together, striving for the betterment of the organization and to build resilience with survivors, their families, and inside our own communities. Staff are expected to demonstrate respect for all people and support efforts of inclusion in matters of cultural and religious identity, sexual orientation, gender identity, dis/ability, race or ethnic origin, and age.

**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.

**Education and Experience**

Preferred: Bachelor’s degree in social/human/victim services field with a minimum of three years’ relevant experience

Minimum: Associate degree in social/human/victim services field with a minimum of one years’ relevant experience

OR High School diploma or equivalent and several years’ relevant experience.

**Additional Eligibility Requirements**

- 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.
- Must consent to background check and fingerprinting for the purposes of screening for sexually or physically violent criminal offenses.
- Must be able to type conversationally at minimum speed of 40 wpm
- Must be eligible to work in the United States.

**Position Hours**

This is a full-time position and regular hours are 3:00 pm to 11:00 pm, Monday through Friday; however, this position may require on-call hours and occasional weekend work.

**Options offers:**

Competitive wage, mileage reimbursement for required travel, fully paid health & dental insurance, Employee Assistance Program, paid professional development, paid holidays, and generous paid vacation and sick time.

Employee signature constitutes understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_

Date\_\_\_\_\_