

Relief Advocate

Purpose: To serve as an on-call advocate for all those impacted by domestic violence and sexual assault.

Responsibilities:

1. Provide advocacy services and support to survivors of relationship violence, stalking, and sexual assault or abuse, and their children.
2. Provide information and education on domestic violence and sexual assault.
3. Provide crisis line, office, and house coverage. Assess immediate crisis needs of clients and address appropriately. Manage incoming calls and walk-ins and complete necessary documentation.
4. Provide crisis intervention, lethality assessments, and safety planning.
5. Refer clients to other agencies and resources and advocate directly with other agencies as needed to help client access necessary services. Maintain service partnerships with referral agencies.
6. Participate in systems advocacy when appropriate.
7. Provide legal advocacy when appropriate.
8. Maintain client files and record keeping systems, including intakes.
9. Perform other tasks essential to the program and household maintenance. Support the daily operations of SAFV.
10. Report instances of known or suspected child abuse or neglect to OCS. Attend weekly staff meetings and scheduled trainings. Participate in case conferences and other meetings as needed.
11. Assist in the development and facilitation of support groups and other activities as needed.
12. Perform other duties as assigned by Shelter Supervisor and/or Executive Director.

Qualifications

1. Knowledge of or the desire to learn about relationship violence, child abuse, stalking, and sexual abuse and assault preferred.
2. Respect for and knowledge of different value systems and personal or cultural diversity.
3. Must be able to maintain confidentiality of residents, staff and volunteers.
4. Must be self-directed, disciplined, and motivated.
5. Ability to work well as part of a team.
6. Excellent interpersonal, communication, and writing skills.
7. Previous employment or volunteer work in human services, community agencies or other related nonprofit or social change organizations a plus.
8. Must pass a criminal background check.

Education

High school diploma or equivalency required. B.A or B.S in social work, psychology or counseling preferred. Personal life experience considered.

Days and Hours

Hours and shifts are variable. Specific job duties may be assigned to certain advocates at the discretion of the Shelter Supervisor and Executive Director. This position reports to the Shelter Supervisor. Shift work may be required depending on assignment.