



## **Title: Contract Victims Advocate**

**Responsible to:** SafeHouse Manager

**Primary Objective of Position:** Respond to needs of survivors of domestic violence receiving services from Alternatives to Violence (ATV). Complete intake forms, provide support, advocacy, options, safety planning, referrals and community resources to survivors staying in the SafeHouse. Advocates will also be expected to answer the phones for business calls as well as the crisis line.

### **Essential Functions:**

- Provide crisis intervention, support, advocacy, information and referral to SafeHouse guests.
- Answer the phones.
- Assist individuals calling the crisis line by validating, safety planning, providing resources as well as screening assessment.
- Assess safety concerns and provide client-centered options to increase safety and stability.
- Conducting pre-admit intakes.
- Operate Trauma Informed Care in order to provide the best advocacy and support to victims of domestic violence.

### **Qualifications:**

- Good listening and communication skills.
- Ability to support others in crisis with non-judgmental, empathetic response.
- Ability to work well with a wide range of people from diverse backgrounds, including guests, victims, family members, law enforcement, staff members, and other professionals.
- Ability to understand and follow ATV's confidentiality policy and other agency policies and procedures.
- Ability to handle crisis situations in a calm, productive manner.
- Must have access to reliable transportation, current auto insurance and a valid driver's license.
- Must be 21 years of age or older.
- Must pass a criminal background check; any crime against a person may disqualify you from consideration.



- Degree in psychology, human services, social work or similar field preferred.
- Experience working with domestic violence victims preferred.
- Bi-lingual preferred.
- 42 hour mandatory advocate training (paid) must be completed upon hire.

**Hours:**

We are staffed 24/7. Available shifts include:

- Thursday: 11:00 p.m. – 7:15 a.m.
- Friday: 11:00 p.m. – 7:45 a.m.
- Saturday: 11:00 p.m. – 7:45 a.m.
- Sunday: 11:00 p.m. – 7:15 a.m.

To be considered for this position advocates must work a minimum of two of these shifts.

**Compensation:**

\$112.00 per shift.

This is a contract position expiring on September 30, 2018, with employment possible after the completion of the contract.

**How to apply:**

Please email your completed application, resume and cover letter to:

[shmanager@alternativestoviolence.org](mailto:shmanager@alternativestoviolence.org). Include details of your availability and preferred shifts.