



Position Title: 3 Crisis Advocates -Part-Time & Back Up
(Weekday- 2nd & 3rd Shifts, Weekends- All Shifts)

Supervises: Program Volunteers

Closing Dates: October 26th & November 9th
Applications will be accepted until this position has been filled. Interviews will be conducted on a rolling basis.

Start Dates: November 1st & 20th

Summary: Under the direct supervision of the Lead Crisis Advocate, the Crisis Advocate is responsible for the daily function of a safe and secure home like environment within the shelter. The Crisis Advocate is responsible for managing crisis situations related to the 24 hour crisis line and communal living shelter life.

Qualifications: A combination of relevant education, employment and/or life experience **OR** a BA/BS in a human services related field is preferred. Experience with crisis intervention skills and an understanding of the dynamics and issues of shelter living is preferred. A clear understanding of or an interest in the individual and social dynamics of domestic violence, sexual assault, stalking and harassment is needed. Proficiency with Microsoft Outlook, Microsoft Word, Microsoft Office Publisher, keyboarding skills and the ability to learn new computer programs (including but not limited to data entry) with training is a must. The ability to maintain a positive work atmosphere by acting and communicating in a manner that promotes honesty, integrity and cooperation with clients, co-workers, management and the general public is needed.

Hourly Wage and Hours: \$12.50/hour, this position is non-exempt (paid hourly). Shifts are 8 hours. The ability to work flexible hours is necessary and duties can require working days, evenings, nights, weekends and holidays. Travel is required for some trainings and events.

Principal Duties and Responsibilities:

- 1) provides shelter and crisis line clients (adult & youth) with crisis intervention; options for problem solving; supportive assistance; advocacy; information and referral; safety planning; choices; options; and conflict resolution skills that are culturally sensitive and non-judgmental
- 2) responds to law enforcement related contacts efficiently, following procedures accurately
- 3) assures appropriate and timely record keeping, daily entries on computer and paper format
- 4) facilitates support groups and house meetings
- 5) attends and participates in meetings and committees within the organization
- 6) attends fundraisers and functions of the organization i.e. Candlelight Vigil, Oktoberfest Parade, Annual Meeting, etc. a minimum of two times per year
- 7) trains and supervises volunteers as appropriate, ensuring volunteers receive a well-rounded experience