



## **Dunn House Shelter Advocate**

### **POSITION SUMMARY:**

Provide support and advocacy to residents at the domestic violence shelter in conjunction with shelter staff.

### **QUALIFICATIONS:**

- Good communication skills.
- Ability to develop active listening skills.
- Ability to develop understanding of domestic violence, oppression and related issues.
- Able to work in a high stress environment with diverse populations.
- Must pass Criminal Background Check

### **ESSENTIAL FUNCTIONS:**

- To function in the same capacity as house staff when staff members are away or otherwise occupied
- Provide peer support, information and referral and advocacy for residents and their children.
- Maintain and complete records as needed.
- Support a resident in completing tasks, such as accessing resources, making appointments etc.
- Participate in house maintenance, i.e. assisting clients in general house cleanup, cooking and needed household tasks.
- Answer and log telephone calls
- Contact staff back-up with questions regarding the appropriateness of a potential client.
- Inform the next shift person as to what has been happening

### **SPECIFIC FUNCTIONS::**

- Reports to Volunteer Coordinator of Dunn House.
- Makes initial six month commitment doing a regularly scheduled weekly shift