



Dunn House Resource Advocate

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified.

POSITION SUMMARY: Provide support and advocacy to victims of domestic violence, sexual assault, stalking, and sex trafficking at the Dunn House emergency shelter.

QUALIFICATIONS:

- Bachelor's degree in Psychology, Women's Studies, social sciences or related field preferred.
- One year experience working in direct social services, preferably in a crisis-oriented or residential setting.
- Additional experience may be substituted for education on a year-for-year basis.
- Understanding of domestic and sexual violence, oppression and related issues preferred.
- Experience working with children and knowledge of child development helpful.
- You must have a good driving record, a valid driver's license, and personal auto insurance with required personal liability minimum as mandated by Community Works insurance carrier. (Current personal liability amounts for Bodily Injury are \$100,000 each person, \$300,000 each occurrence).
- Must have current CPR and First Aid certification.
- Must successfully pass a Background and Abuse Check.

SKILLS AND ABILITIES:

- Ability to handle confidential information concerning the Agency, clients, and program organizational plans, policies, and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Must be culturally competent and sensitive.
- Understanding of domestic and sexual violence, oppression and related issues.
- Able to work in a high stress environment with families and children of diverse populations.
- Able to deal effectively with crisis situations.
- Ability to establish and maintain frequent positive communication with team members, share information willingly, accept and provide feedback in a supportive, non-judgmental manner.
- Exercise patience, understanding and compassion in dealing with clients, co-workers and community members.
- Knowledgeable about the legal and civil rights relevant to serving victims of domestic and sexual violence.
- Knowledgeable about the social and cultural characteristics of the service population.
- Minimize interference of personal and work-related problems.
- Able to handle confidential information with integrity.

ESSENTIAL FUNCTIONS: (The essential functions below include tasks that are integral to job performance and fundamental to accomplishing the job.)

- Promote the Agency in a positive manner to fellow employees, to our volunteers, and to people in the community.
- Maintain confidential information concerning the Agency, clients, and program organizational plans, policies and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Encourage teamwork through modeling and cooperative interaction with colleagues, volunteers, community partners, and community members.
- Maintain a positive, professional demeanor.
- Maintain confidential information concerning the agency, clients, location of shelter and program organizational plans, policies and strategies.

- Provide crisis intervention in person and by phone.
- Using the empowerment model, provide peer support information, referrals and advocacy to clients.
- Facilitate residents' house meetings and/or support group.
- Conduct intakes, action plan interviews, safety planning and exit evaluations.
- Use, teach and model positive parenting techniques with children and their safe parent.
- Maintain accurate records.
- Network with other shelters and agencies on behalf of clients.
- Assist in the training of volunteers.
- Attend regular staff meetings.
- Carry out emergency procedures in case of fire, medical problems or emergency.
- Work with residents on understanding house guidelines, and provide support in meeting those.
- Provide ongoing support and resource information to residents.
- Assist residents with conflict resolution.
- Contribute to overall orderliness and upkeep of shelter.
- Position may require transportation of clients.
- Spend nondirective, supportive time in common areas with clients and/or children and make oneself available.
- Promote positive working relationships and team-oriented behaviors.
- Demonstrate flexibility and willingness to adjust responsibilities in response to unexpected changes in workload, emergencies, and/or staffing.

Position Name: Resource Advocate

Department: DH Shelter, Advocacy Services

Supervisor: Program Director

Revision Date: 11-01-19

FTE: 0.5 FTE Exempt Non-Exempt

Position #: 2019-Resource Adv.540-DB

Position Open: Until Filled

Send your cover letter and resume to be considered for this position.
Please include the position name and position number
in the subject line of your email and in your cover letter.

For open positions, check our website at www.community-works.org

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