



## **Overnight 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 advocacy, support, and overnight supervision to residents of the Dunn House Shelter. This position staffs our shelter two nights per week, and additional hours are allotted for overnight advocate to attend a staff meeting, training opportunity, or manager supervision when needed.

### **QUALIFICATIONS:**

- Preferred by not required: Bachelor's degree in Psychology, Women's Studies, social sciences or related field.
- 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.
- 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).
- Current CPR and First Aid certification required.
- 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.
- Culturally competent and sensitive.
- Understand domestic violence, oppression and related issues.
- Physically able to work awake overnight shifts and to perform cleaning duties and light maintenance.
- Able to work in a high stress environment with adults and children in crisis.
- Able to handle confidential information with integrity.
- Able to work with diverse populations.
- Able to maintain punctual, consistent attendance.
- Able to work with minimal supervision.
- Ability to recognize and value differences related to culture, age and personal experience with team members and clients.
- Ability to establish and maintain frequent positive communication with team members, share information willingly, accept and provide feedback in a supportive, non-judgmental manner.
- Ability to respect and value work styles which differ from our own.
- Minimize interference of personal and work-related problems.
- Exercise patience, understanding and compassion in dealing with clients, co-workers and community members.
- Demonstrates flexibility and willingness to adjust responsibilities in response to unexpected changes in workload, emergencies, and/or staffing.
- Knowledgeable about the legal and civil rights relevant to serving victims of domestic violence.
- Knowledgeable about the social and cultural characteristics of the service population.

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

1. Promote the Agency in a positive manner to fellow employees, to our volunteers, and to people in the community.
2. 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.

3. Encourage teamwork through modeling and cooperative interaction with colleagues, volunteers, community partners, and community members.
4. Maintain a positive, professional demeanor.
5. Maintain confidential information concerning the agency, clients, and program organizational plans, policies and strategies.
6. Cleaning duties include but are not limited to:
  - Clean staff office and bathroom
  - Clean meeting room and bathroom
  - Washing walls, baseboards, windows and cupboards as needed.
  - Cleaning appliances as needed.
  - Check and record temperatures of freezers, refrigerators, and dry storage.
  - Vacuum furnace and water heater closets for dust and cobwebs as needed
  - Sweeping and mopping stairs and floors. Vacuuming as needed.
  - Dusting furniture, door frames, and lights.
  - Tackle organization projects as needed.
7. Maintain security of house.
8. Answer and return Dunn House and HelpLine calls.
9. Enforce shelter guidelines and maintain a safe environment.
10. Provide peer support to residents.
11. Orient and welcome new individuals and families to shelter.
12. Monitor residents' interactions and provide conflict resolution assistance while promoting empowerment.
13. Make shift log entries and relay information to manager and day staff as needed.
14. Maintain nightly records for statistical purposes.
15. Facilitate residents' completion of chore list.
16. Clean and prepare resident rooms for new clients.
17. Position may require transportation of clients.
18. Promotes positive working relationships and team-oriented behaviors.
19. Attends regular staff meetings and trainings as negotiated with supervisor to accommodate overnight work schedule.
20. Complete and turn in monthly statistics in a timely manner.

Position Name: Overnight Advocate

Department: Dunn House Shelter, Advocacy Services

Supervisor: Program Manager

Revision Date:

FTE: .7                       Exempt     Non-Exempt

Position #: 2020-540-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](http://www.community-works.org)

**Community Works is an Equal Opportunity Employer**