

Advocate- Casual Staff

Schedule will include a variety of shifts but will primarily be responsible for evenings and weekends






Position Summary

Provide support and assistance to Women's Advocates and attend to the basic needs of residents, the residential environment, and the main office.










Essential Functions

Commitment to Safe Haven's Core Values and other duties as assigned:




Empowerment: Creating independence through education, respect and awareness by putting the needs of the women and her children first.

-  manage competing priorities
-  maintain professional boundaries with all clients
-  provide transportation for clients as needed
-  a valid driver's license and insurance coverage (liability limits required by Safe Haven)
-  motivated to do the best work possible for the women and children served by Safe Haven programs











Safety: Striving to overcome fear and create a safe environment for all.

-  effectively respond to crisis situations and function well under pressure
-  assist women and children in crisis
-  evaluate requests for shelter following Safe Haven's criteria for admittance
-  maintain shelter security at all times
-  comply with MN Mandated Reporting Statute
-  respond effectively to domestic assault arrest calls
-  lift and carry small children (up to 30 pounds)
-  ability to physically attend to the various needs of the shelter
-  ability to climb a flight of stairs

Equality: Working toward justice and shared power.

-  role model positive behavior, interactions, conflict resolution etc. for our clients and the community
-  employ strong ethical values
-  ability to work supportively with women and their children

Teamwork: Collaborating with trust, integrity, passion and competence to reach our goals.

-  maintain professional boundaries with co-workers
-  maintain up-to-date records, individual files, logs, and all other necessary forms
-  read and communicate through email and other means with all other Safe Haven employees during each shift
-  adhere to agency personnel policies
-  maintain cleanliness of the shelter common areas, Advocacy Office and other areas as needed
-  exercise computer skills including, but not limited to, word processing, data entry, spreadsheets and email
-  ability to fill a variety of shifts which will include day shifts, evenings, nights, weekends and holidays
-  attend all assigned shifts, or find a replacement when necessary upon Supervisor's approval
-  demonstrate consistency and dependability in regard to scheduled shifts and/or work hours
-  utilize effective organizational skills

- 🔥 impeccable ability to follow through with assigned, and/or self-directed tasks
- 🔥 efficiently perform other duties as assigned by Supervisor

Compassion: Providing support and resources with non-judgmental advocacy.

- 🔥 understand the dynamics of domestic violence
- 🔥 interact positively with women and children, and work toward increased satisfaction with services provided by Safe Haven
- 🔥 accept cultural, racial, religious, affectional orientation, economic differences between people
- 🔥 ability to be warm, friendly, positive and approachable

Qualifications and Requirements

Essential Qualifications

- 🔥 Must be 21 years of age or older.
- 🔥 College experience in Human Service or related field.
- 🔥 Experience working with people who are managing crises.
- 🔥 Knowledge of and/or experience working with people from diverse backgrounds.
- 🔥 Ability to read, write, speak and understand English.
- 🔥 Valid driver's license and auto insurance (liability limits required by Safe Haven).

Desired Qualifications

- 🔥 Bachelor's Degree in Human Service or related field.
- 🔥 Knowledge of community resources.
- 🔥 Access to a vehicle to use for work.
- 🔥 Bi-lingual.

Safe Haven Shelter & Resource Center does not discriminate on the basis of race, color, creed, national origin, religion, sex, affectional orientation or gender identity, political affiliation, marital status, status with respect to public assistance, disability, or age in the delivery of services or employment practices.

To apply, please send a cover letter and resume to Shelter Supervisor, Brittany Robb at brobb@safehavenshelter.org.