

## Full-Time Overnight Advocate (awake)

*Schedule to be determined and will change periodically during employment.*

### Position Summary

Provide advocacy, crisis intervention, support, information, provide referrals for women in the shelter and in the community, and attend to the needs of the residential environment of the Shelter.

### 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
-  advocate on behalf of the women
-  maintain professional boundaries with all clients
-  provide transportation for clients as needed
-  access to a vehicle to use for work, a driver's license and insurance coverage (liability limits required by Safe Haven)
-  give each woman information about all the available education/support groups and encourage her to attend
-  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.***

-  provide post separation support and assistance finding necessary services
-  effectively respond to crisis situations and function well under pressure
-  assist women in crisis
-  evaluate requests for shelter following Safe Haven's criteria for admittance
-  complete intake paperwork and orientate each woman upon her arrival at Safe Haven
-  provide a Safety Plan for every woman
-  maintain shelter security at all times which includes staying awake and alert during the overnight hours
-  comply with MN Mandated Reporting Statute
-  respond effectively to domestic assault arrest calls, and law enforcement follow up 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
-  assist women in completing public benefit applications, housing and employment applications and other forms as necessary
-  follow up with women after they leave the shelter, and document these interactions 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 including recording statistics and keeping electronic files in the Apricot data tracking system used agency-wide
-  attend all weekly staff meetings and additional trainings as assigned by the Shelter Supervisor

- 🔥 read and communicate through email and other means with all other Safe Haven employees on a daily basis, and other agencies as necessary
- 🔥 adhere to agency personnel policies
- 🔥 maintain cleanliness of the shelter
- 🔥 apply strong written, verbal and interpersonal communication skills
- 🔥 exercise computer skills including, but not limited to, word processing, data entry, spreadsheets and email
- 🔥 ability to fill a variety of overnight shifts (weekdays and weekends)
- 🔥 consistently attend all assigned shifts, or find a replacement when necessary upon Supervisor's approval
- 🔥 utilize effective organizational skills
- 🔥 impeccable ability to follow through with assigned, and/or self-directed tasks
- 🔥 offer creative suggestions for improvement, growth and/or expansion of policies, procedures and programs
- 🔥 efficiently perform other duties as assigned by Supervisors

**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
- 🔥 provide privacy for women when addressing personal information such as the intake process, goal-setting, and supportive conversations
- 🔥 accept cultural, racial, religious, affectional orientation, economic differences between people
- 🔥 ability to be warm, friendly, positive and approachable

**Qualifications and Requirements**

**Essential Qualifications**

- 🔥 college experience in Human Service or related field
- 🔥 experience working with people who are managing crises
- 🔥 ability to read, write, speak and understand English
- 🔥 valid driver's license
- 🔥 vehicle to use for work, and auto insurance
- 🔥 First Aid/CPR Certified, or ability to obtain certification within three months of employment

**Desired Qualifications**

- 🔥 knowledge of and/or experience working with people from diverse groups
- 🔥 knowledge of community resources
- 🔥 bi-lingual

Survivors of domestic violence\*, women of color, LGBTQ, and people of other underrepresented subcultures in our community are encouraged to apply!

*\*If you have been a Safe Haven client, we request that you pursue employment with our agency no less than one year after the date of your departure.*

Please visit the Employment link on our website for information on how to apply:

**[www.safehavenshelter.org](http://www.safehavenshelter.org)**

*Safe Haven Shelter and 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.*