

## Advocate Intern

### Position Summary

Provide support and assistance to Women's & Children's Advocates and attend to the basic needs of residents, the residential environment, the main office and other programs offered by Safe Haven.

### 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
- 🔥 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 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
- 🔥 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**

- 🔥 college experience in Human Service or related field
- 🔥 experience working with people who are managing crises
- 🔥 ability to read, write, speak and understand English

### **Desired Qualifications**

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