

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

**brobb@safehavenshelter.org**

**\*\*RESUMES WILL BE ACCEPTED THROUGH FRIDAY, OCTOBER 19<sup>TH</sup>\*\***

## Women's Advocate (part time)

\$16.38/hour

*Schedule to be determined monthly and will include a variety of day, evening, and weekend shifts.*









### 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.***

-  plan one-to-one support time and goal-setting with women who stay at Safe Haven
-  educate women about domestic violence one-to-one (and in groups when applicable)
-  give each woman information about all the available education/support groups and encourage her to attend
-  provide post separation support and assistance finding necessary services
-  advocate on behalf of the women residing at Safe Haven
-  maintain professional boundaries with all clients
-  bring women to, and assist them during appointments important to achieving their goals as requested
-  manage competing priorities

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

-  effectively respond to crisis situations and function well under pressure
-  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
-  comply with MN Mandated Reporting Statute
-  record and document all injuries to women and their children as needed or requested
-  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

#### ***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
-  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 up-to-date records, individual files, logs, and all other necessary forms
- 🔥 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
- 🔥 apply strong written, verbal and interpersonal communication skills
- 🔥 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 may include evenings, nights and weekends
- 🔥 demonstrate consistency and dependability in regard to scheduled shifts and/or work hours
- 🔥 impeccable ability to follow through with assigned, and/or self-directed tasks
- 🔥 efficiently and effectively perform other duties as assigned by Supervisor

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

- 🔥 understand the dynamics of domestic violence
- 🔥 act as a liaison with other agencies serving women staying at Safe Haven and provide referrals to service agencies as necessary
- 🔥 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
- 🔥 support and advocate for women who are in the hospital
- 🔥 accept cultural, racial, religious, affectional orientation, economic differences between people
- 🔥 ability to be warm, friendly, positive and approachable
- 🔥 motivated to do the best work possible for the women and children served by Safe Haven programs

## 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.*