

If anyone is interested in being considered for this position **please submit your resume and cover letter** to Molly Smith [msmith@safehavenshelter.org](mailto:msmith@safehavenshelter.org)



*Providing safety, space to heal, advocacy and empowerment for women, children and all survivors of domestic violence.*

## Women's Advocate-

*Part-Time \$17.64/hour*

*Schedule to be determined monthly.*

### **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.***

- ✦ assist clients in goal-setting
- ✦ manage competing priorities
- ✦ educate about domestic violence one-to-one
- ✦ advocate on behalf of the survivor
- ✦ maintain professional boundaries with all clients
- ✦ a driver's license and insurance coverage (liability limits required by Safe Haven)
- ✦ bring survivors to, and assist them during appointments such as medical, employment, housing or other appointments important to achieving their goals as requested
- ✦ give each survivor 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
- ✦ evaluate requests for shelter following Safe Haven's criteria for admittance
- ✦ complete intake paperwork and orientate each client upon their arrival at Safe Haven
- ✦ provide a Safety Plan for all clients
- ✦ maintain shelter security at all times
- ✦ assist with safe escorts as needed
- ✦ comply with MN Mandated Reporting Statute
- ✦ record and document all injuries to survivors
- ✦ 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
- ✦ assist women in completing public benefit applications, housing and employment applications and other forms as necessary
- ✦ follow up with survivors after they leave the shelter, and document these interactions
- ✦ employ strong ethical values
- ✦ ability to work supportively with all survivors
- ✦ facilitate an education/support group

**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(s) and/or Shelter Manager
- ✦ 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 common areas, Advocacy Office and other areas as needed
- ✦ 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 shifts which may include evenings, nights and weekends
- ✦ 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
- ✦ 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
- ✦ assist, serve, and clean kitchen area and dining room area throughout the day
- ✦ efficiently perform other duties as assigned by Supervisors

**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 survivors 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

**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 pass a background check
- ✦ 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.*