

If interested, please submit your resume  
and cover letter to Heather Drees

hdrees@safehavenshelter.org



### **Resource Advocate**

*Full time, 40 hours/week, primarily Monday-Friday 8am-4pm with the flexibility to work scheduled after hours for programming and a potential group.*

*Days and Hours subject to change to meet client needs.*

### **Position Summary:**

The Resource Advocate's role is to provide advocacy to domestic violence survivors utilizing the Resource Center programs and drop in resources. This includes working in the Client Coordinator role (50%), providing crisis intervention, assisting drop-in client with their self-identified needs, advocating for clients with community partners and agencies, and providing advocacy for clients in the community as they navigate resources that will assist them in living free from violence. The Resource Advocate is part of the Self-sufficiency program and works in partnership with the Self-sufficiency advocate to assist survivors with housing, education and employment and connecting to community resources.

### **Essential Functions:**

- ✦ Greet clients and walk-ins at the Resource Center, and answer hotline calls
- ✦ Complete intakes and needs assessments to assist clients in connecting to all appropriate services at the Resource Center and in the community
- ✦ Provide expertise and advocacy to help navigate the local housing systems to secure long-term housing
- ✦ Assist survivors when applicable in applying VAWA protections to their housing
- ✦ Provide support through either direct service or referrals to assist survivors with self-care and development of skills
- ✦ Safety planning with survivors
- ✦ Goal setting and case management with survivors of domestic violence in a trauma informed setting
- ✦ Assist clients with navigating government assistance programs
- ✦ Conduct jail visits, home visits, and hospital visits for domestic violence victims
- ✦ Facilitate domestic violence education/support groups. Potential groups are; St. Louis County Jail, Bethel and Safe Haven's weekly group
- ✦ Attend meetings/appointments off-site with clients and provide transportation when needed
- ✦ Assist in coordinating and facilitating Wellness Day
- ✦ Keep accurate records on each client served with the Apricot database
- ✦ Familiarize clients with Resource Center by informing them of services and orientating them to the space
- ✦ Provide post separation support and assistance finding necessary services
- ✦ Effectively respond to crisis situations and function well under pressure
- ✦ Maintain Resource Center security at all times and attend to the needs of the Resource Center Space
- ✦ Impeccable ability to follow through with assigned, and/or self-directed tasks
- ✦ Employ strong ethical values
- ✦ Prepare organized, thoughtful reports on a regular basis as determined by Supervisor
- ✦ Read and communicate through email and other means with all other Safe Haven employees on a daily basis, and other agencies as necessary
- ✦ Maintain professional boundaries with co-workers and clients
- ✦ Accept cultural, racial, religious, affectional orientation, economic differences between people
- ✦ Other duties as assigned as the position evolves

### **Other Responsibilities:**

- ✦ Attend all required meetings and trainings
- ✦ Adhere to agency personnel policies
- ✦ Ability to physically attend to the various needs of the Resource Center

**Education, Experience and Skills Required:**

Experience working in the field of domestic violence or related field

Knowledge of and/or experience working with people from diverse groups

Ability to be warm, friendly, positive and approachable

Be knowledgeable of community agencies and resources

Experience with government-funded and other housing assistance resources/agencies

Strong Computer skills (word processing, data entry, spread sheets)

College experience in Human Services or related field

Strong verbal and writing skills, interpersonal skills, organizational skills and problem solving skills

Ability to be self directed and motivated

Understanding of the dynamics of domestic violence

Access to a safe vehicle to use for work, a driver's license and insurance coverage (liability limits required by Safe Haven)

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.*

Safe Haven's '**Employment Application**' can be found on our website: [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.*