

SAFE in Hunterdon

JOB TITLE: Safe House Overnight Advocate - 35 Hour Work Week

REQUIREMENTS:

- Minimum high school graduate, college graduate preferred
- Knowledge of domestic violence and sexual assault issues
- Valid Driver's license
- Flexibility with scheduling
- Proficient in multi-task oriented duties
- Clear a criminal history background check
- Complete SAFE in Hunterdon's mandatory domestic violence and sexual assault training or equivalent

RESPONSIBILITIES:

Administration

- Attend monthly advocate meetings, staff meetings and agency in-service trainings, when possible and deemed critical by the Residential Coordinator.
- Maintain a high level of professionalism respecting safety, confidentiality and empowerment at all times.
- Meet with Residential Coordinator monthly for supervision.
- Review and organize shelter donations.
- Maintain shelter client paper and ALICE files according to agency standards. Document daily reports in the shift log book.
- Once bed night statistics have been verified by the Residential Coordinator, enter them into ALICE.
- Assure that the safe house is kept clean and free of fire and sanitation violations.
- Arrange for substitute advocate coverage when you are unable to work your shift and document on calendar.
- Produce the safe house advocate calendar, post, and send a copy to the Residential Coordinator and Executive Director.
- Update all safe house paperwork as needed and assigned by the Residential Coordinator.
- File safe house paperwork in the appropriate locations.
- Remain on premises until the next shift arrives – even if the next shift is late or does not arrive.
- Other duties as assigned by direct supervisor, Management Team, and/or Executive Director.

Hotline

- Answer all hotline calls while on shift or secure a volunteer to do so.
- Provide crisis intervention, support, safety planning, and information and referral on the hotline.
- Complete appropriate hotline paperwork: phone log, ALICE notes, etc.
- Conduct shelter assessments for clients requesting safe shelter. Assess for appropriateness and either accept client to safe house or provide advocacy to other safe shelter resources.
- When accepting callers to the safe house program, follow all documented policies and procedures to do so.

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Casework

- Acceptance to safe house: welcome client, complete intake paperwork, review house guidelines, make introductions and give tour, and provide client with room inventory list.
- Provide crisis intervention counseling, support, advocacy, and information and referrals to all shelter clients as needed.
- Assist residential team in assessing clients for additional services and supports other than domestic violence and sexual abuse which may include: mental health and drug and alcohol services.
- Advocate with other social service agencies, shelters, mental health facilities, and similar program personnel on behalf of the Safe House clients.
- Check client chores each evening. Perform room checks when necessary.
- Read shift log and update yourself on all resident files daily.
- Discuss any occurrences with caseworker from previous shift and next shift on a daily basis.

Education

- Assist with the training of new Safe House Advocates and volunteers.
- Attend trainings pertinent to your work responsibilities

Community Relations

- Attend community and state forums as needed.
- Interface with other agencies and network.
- Participate in agency wide functions such as fundraisers, community events, etc.

If you are interested in this position please send a cover letter and resume with salary requirement to agency@safeinhunterdon.org or via fax 908/806-4725.