

Job description

Alternative House is hiring a Full-Time Shelter Advocate for our confidential emergency shelter. This program supports individuals and families that are fleeing domestic violence.

Schedule:

Tuesday - Saturday 3:00 PM - 11:00 PM

The Shelter Advocate will work alongside team members to provide support, resources, and referrals as well as plan activities.

The person in this role will:

- assist clients in navigating their program residence
- host activities
- provide one on one advocacy and informal counseling

Job Duties:

- Provide advocacy services and support to survivors of domestic violence
- Provide phone support, office, and house coverage during the shift.
- Assess immediate crisis needs of clients and address appropriately.
- Complete and maintain client records that document services provided. meaningful case plans
- Conduct potential client assessments and intakes as well as assist with introducing clients to program and house rules.
- Oversee house security, complies with all rules and regulations of agency policies and safety procedures as well as state and federal building requirements
- Participate in staff meetings, case management meetings and other meetings as needed.
- Facilitate groups and workshops as needed
- Complete daily maintenance checks inside and outside of building, communicate repair needs with supervisor
- Monitor activities calendar, plan monthly groups, workshops and classes
- Collaborate with other advocates on case management plans

Job Type: Full-time

Salary: \$16.00 - \$18.00 per hour