



Job description

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The mission of Alternative House is to facilitate the creation of a society in which violence and oppression will no longer exist. As a means to this end, we offer access to shelter, support, children's programming, legal, housing, and community advocacy for all victims of domestic violence (and their children) who seek our help.

We are committed to the empowerment of all victims toward self-sufficiency. We do not discriminate against any race, class, culture, age group or sexual orientation. In addition, we provide community education and support to reform societal attitudes that permit violence and oppression against anyone

Full Job Description

Schedule:

This is a posting for *relief* work. Employees will be contacted for monthly scheduling gaps or in the event of a last minute coverage need. Flexibility is a must. Shifts may include days, evenings, weekends, and overnights.

- Advocates are responsible for being alert and a constant presence throughout the shift.
- All staff of our agency are expected to provide a nurturing environment and support to all families that we serve.
- Provide direct services to clients and their children including crisis intervention, safety planning, counseling, advocacy, parenting support, information, and referrals.
- Help maintain a support living environment and encourage guest's participation in programming.
- Display and support nurturing, healthy relationships.
- Maintain office space.
- Complete house security checks as assigned on your shift.
- Assist with transitioning guests into program.

- Maintain client files, agency files, statistics, forms, and other record keeping as required.
- Other duties as assigned.

Qualifications:

- Experience working with this population and knowledge of the community preferred
- Excellent oral and written communication skills
- Bilingual skills preferred but not required