**ATVP Position Opening**

**Shelter Advocate [FT]**

ATVP is a not for profit organization that serves both Whitman County, Washington and Latah County, Idaho, offering direct services to victims and survivors of domestic, sexual violence, child abuse and stalking, along with community education programming. We are seeking **Shelter Advocate** to provide a variety of direct and coordinated domestic violence services, and related oversight, public education, public education and outreach under the direct supervision of the Domestic Violence Program Lead Advocate including the following:

* All applicants must be familiar and agree with ATVP’s mission statement and philosophy regarding support to survivors.
* ATVP is an equal opportunity employer and our agency is committed to a culturally and ethnically diverse work place.

Position: **Shelter Advocate [FT]**

Reports to: Domestic Violence Program Lead Advocate

Terms: Non-Exempt. Full time (40 hours per week).

* Evening and weekends will be required at times.

Starting Rate: $18.54

Benes: Paid holidays, vacation and sick.

Location: ATVP Shelter

Start Date: ASAP

**Application Information:**

A description of the positions follow. The full job description is attached. The following materials are required for application and will be considered an example of your communication skills and evaluated as part of the screening process.

The application consists of:

1. Cover Letter.
2. Essay. (limit 1 page) Please address how your background, experience and personal philosophies are applicable to this position.
3. Chronological work/education experience Resume.
   1. Whether paid or volunteer
   2. Hours worked
   3. Reason for leaving each position.

All items must be submitted for applications to be considered complete*. Incomplete applications will not be considered.* **Opened until filled.**

Email completed application to Kateisha Moreno at **program.manager@atvp.org**

**Responsibilities and Duties:**

1. Perform all work in a culturally responsive manner consistent with ATVP’s mission statement.
2. Provide direct advocacy services individually or in a group setting to adult and child domestic victims and survivors.
3. Case management, safety planning, education, referrals and support to families residing in the shelter.
4. Provide operational and light maintenance support.
5. Communicate effectively with a wide spectrum of people.
6. Documentation of services and statistical data entry.
7. Participate in the provision of direct services as back up to other staff and volunteers.
8. Rotate availability for night, weekend and holiday coverage of and response to emergency staff back up.
9. Maintain on-going training hours in accordance with agency standards.
10. Maintain agency and client confidentiality as required by ATVP policy.

**Minimum Qualifications:**

1. Ability to be diplomatic and tactful while maintaining a strong victim advocacy perspective.
2. Ability to provide services in line with ATVP’s stated mission that supports autonomy and self-determination for survivors
3. A deep understanding of trauma-informed services for domestic violence and sexual assault survivors, including children.
4. Ability to work collaboratively with others at different levels.
5. Strong communication skills
6. Ability to embrace a team philosophy
7. Current driver’s license and insured vehicle.

**Shelter Advocate**

**JOB DESCRIPTION**

**Alternatives to Violence of the Palouse**

The Shelter Advocate provides a variety of direct community and shelter advocacy services, and related operational tasks under the direct supervision of the Domestic Violence Program Lead Advocate including the following:

1. Provide direct services, including personal advocacy, crisis intervention, support and appropriate referrals to primary and secondary victims of domestic violence, intimate partner violence and stalking, and to victims and survivors of sexual assault and abuse and other crimes including the assessment of individual needs and options, emotional support, basic legal advocacy, and medical advocacy; facilitate victims/survivors’ awareness of the affective, behavioral, and cognitive effects of their experience and enhance their ability to cope/adjust; *provide crisis intervention, emergency shelter intakes, and medical support advocacy on evenings/weekends to victims/survivors on the hotline or in-person as back-up in rotation with all other direct service staff;*[E]
   1. This position will provide direct advocacy and case management to victims/survivors within the shelter facility. Staff will make every effort to spend structured time per shift with each adult shelter client; and as much unstructured time with adult shelter victims/survivors to ensure quality advocacy services are provided. [E]
2. Provide child/youth advocacy services to children in shelter, support parents to useappropriate behavior management techniques, including reinforcement, redirection, time-out, and logical consequences; provide service as back-up when necessary to children of victims/survivors attending support groups; [E]
3. Respond to shelter intake assessments/emergencies and check-outs that occur during business hours as part of the shelter support services team; [E]
4. Maintain agency/client confidentiality as required by ATVP policy; ensure security of client records and the shelter office area; Ensure safe and secure communication about client support issues is transferred to shelter staff at the end of any shelter shift [E]
5. Maintain agency files, including the updating and filing of all ROC's and other client paperwork, and statistical record keeping in a timely and organized manner; [E]
6. Participate in shelter, staff, and case conference meetings; facilitate adult house meetings or youth house meetings as directed by the Domestic Violence Program Lead Advocate; [E]
7. Attempt to ensure that a safe and structured environment is maintained for clients and their children, and staff while at the shelter; ensure that clients comply with shelter regulations; endeavor to maintain security of the shelter at all times to ensure the safety and well-being of clients, staff, and advocates; immediately notify the Domestic Violence Program Lead Advocate orProgram Manager of problems or irregularities with the security system ; ensure that security protocols are maintained at all times [E].
8. Participate in the general maintenance/upkeep/cleaning of the shelter facility and shared staff space, including equitable distribution and completion of these tasks in accordance with the standard checklists to ensure a safe and clean environment; must have the ability to lift 30 lbs. and to navigate stairs. [E]
9. With the guidance of the Domestic Violence Program Lead Advocate and approval of the Program Manager, assist with monitoring all routine shelter expenditures for food, supplies, personal case, motel vouchers/usage, gas/bus/travel vouchers for shelter clients, and children’s educational/ child advocacy items in accordance with the approved budget and submit; all non-routine and equipment expenditures require prior approval of the Domestic Violence Program Lead Advocate and approval of the Program Manager; [E]
10. Participate in educational sessions (including self-directed study) for purposes of professional development to ensure current knowledge and skills and compliance with statutory/accreditation/ program standards mandates; [E]
11. Participate in the agency back up rotation for afterhours support to the hotline.
12. Other duties as assigned. [E]

NOTE: Some evening, weekend and holiday hours will be required. Holidays worked and previously approved hours beyond 20 week are paid at time-and-a-half. Availability of transportation, a valid driver’s license, and minimum required auto insurance are required to be able to fulfill job responsibilities. This position will be part of the after-hours response team and as such, residency in either Whitman County, WA or Latah County, ID is required.

**Acknowledgment and Signatures**

We understand this job description reflects ATVP’s best effort to describe the essential functions of the position at the time of our signatures. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. The signature of the employee indicates you have read this position description and understand the essential job functions of this position. The employee shall receive any modifications, additions, or deletions to the position description as might be made by the Board of Directors or Executive Director in writing prior to their becoming subject to the formal evaluation process.

Accepted by:

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Shelter Advocate Date

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Executive Director, ATVP Date