

## **FAMILY CRISIS CENTER, INC.**

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### **DOMESTIC AND SEXUAL VIOLENCE CENTER**

#### **JOB DESCRIPTION**

**Job Title:** Weekend/Holiday Shelter Advocate      **Based Out Of:** Shelter

**Reports To:** Shelter Coordinator      **Directed by:** DSVC Program Director

**Purpose:** To assist victims of domestic and sexual violence through crisis support, referral, case planning, information, and resources acquisition.

#### **RESPONSIBILITIES/ACTIVITIES:**

1. Responsible providing supportive and advocacy services to program participants including but not limited to shelter assessments for adults and their children, program assessments, supportive services, referrals, emergency assistance, etc.
2. Responsible for answering crisis line and completing required documentation.
3. Responsible to assist in creating a positive cultural environment of personal leadership, communications and teamwork within the shelter and throughout the agency.
4. Responsible to maintain a working knowledge of resources and services available in the communities served to assist survivors.
5. Responsible to monitor shelter facility for safety, upkeep and needed repairs.
6. Responsible for documenting all information in regard to crisis calls and residential services as required by policy and procedure.
7. Responsible for completing statistical and service information for reporting requirements as assigned.
8. Responsible to attend and participate in assigned agency meetings.
9. Responsible for other duties as designated by the DSVC Program Director.

#### **QUALIFICATIONS, SKILLS and ABILITIES:**

- Higher education preferred. High school degree or GED equivalent required.
- Experience in domestic violence or sexual assault field, volunteer experience, or related experience is suggested.
- Clear understanding of confidentiality.
- Ability to work independently and as a team.
- Knowledge and understanding of domestic violence, sexual assault and child abuse issues and trends.
- Knowledge of service area resources preferred.
- Knowledge of computer/internet programs to include Word, Excel, Outlook and Google Apps.
- Express commitment to the empowerment of women and children.
- Experience working with diverse people and groups.

- Experience maintaining personal/professional boundaries and managing stress constructively.
- Excellent oral, written, and interpersonal communication skills.
- Strong organizational, analytical, and problem-solving skills; ability to handle multiple priorities.
- Manage and resolve conflict.
- Excellent initiative, integrity and strong sense of professionalism.
- Possess valid Kansas driver's license, clean driving record, access to reliable transportation, & proof of current liability insurance.

**PHYSICAL DEMANDS:**

- Convey detailed and/or important instructions or ideas accurately, audibly, and quickly.
- Hear average or normal conversations and receive ordinary information.
- Manual dexterity and able to use wrists, hands and/or fingers in repetitive motion.
- Prepare and/or inspect documents and communications on computer or on paper.
- Sitting for extended periods of time.
- Bending, lifting, and carrying up to 40 pounds (donations/commodities).

**WORK SCHEDULE**

32 hours per week, non-exempt plus holidays

Work hours are 7:00 a.m. through 11:00 p.m. Saturday through Sunday.

Holiday work 7:00 a.m. through 11:00 p.m.

**MILEAGE AND EXPENSES:**

Mileage and expenses shall be reimbursed as per Policy and Procedure manual.

**This position is grant funded.**

**BENEFITS**

This position is not eligible for benefits other than those required by law such as worker's compensation insurance. **\*This agency is not eligible for Unemployment.**

\*See other duties and Responsibilities

\*All matters concerning the Family Crisis Center and the clients are to be kept in strictest confidence.