



**COMMUNITY RESOURCE CENTER
JOB DESCRIPTION**

POSITION: DV Residential Advocate **REPORTS TO:** DV Shelter Coordinator
JOB DESC. #: RA **FLSA:** Temporary - Manpower
GENERAL
DESCRIPTION: **SALARY:**

Under the direct supervision of the Shelter Coordinator, the Resident Advocate is responsible for assisting and supervising victims of domestic violence in the Emergency Shelter and Transitional Housing.

**ESSENTIAL
FUNCTIONS:**

Direct Services Activities:

1. Screen incoming clients, establish immediate needs and assist with appropriate placement; provide hotline coverage during shift.
2. Provide crisis intervention and associated support services to resident women and their children.
3. Provide care for resident's children for scheduled classes, emergencies and/or prearranged times.
4. Complete telephonic and written abuse reporting in compliance with legal requirements.

Specific Activities:

1. Complete administrative/clerical projects to support the program as assigned.
2. Document in each client's file during every shift worked.
3. Provide emergency assistance (food, diapers, etc.) using agency resources.
4. Provide basic information and referral.
5. Adhere to ethical practice standards and comply with agency policies.
6. Participate in regular staff and supervision meetings.
7. Work holidays as scheduled.
8. Other duties as assigned by the DV Shelter Coordinator.

**KNOWLEDGE,
SKILLS, AND
ABILITY:**

Knowledge:

- Domestic violence training, knowledge and experience required.

Skills:

- Must be a team player, willing to perform diverse tasks efficiently and effectively, able to prioritize tasks, meet deadlines, maintain a professional relationship with clients and staff and consistently strive to present a positive image of the agency to the surrounding community

Ability:

- Ability to work a flexible schedule is a must.

**EDUCATION
& EXPERIENCE :**

Education:

- Bachelor's Degree in psychology, sociology or a social service related field, preferred.

Experience:

- One-year human service experience, including social work, case management, crisis intervention and counseling.
- Additional experience may be substituted for a Bachelor's Degree.

PHYSICAL LIMITATIONS:

May:
 Sitting long periods of time
 Repetitive finger, hand, & wrist motion
 Staring at a computer screen long periods of time
 Other physical requirements involve walking, stair climbing, lifting, stretching, bending, etc. throughout a regular workday
 Good Vision and Hearing

I can perform the following job duties: <input type="checkbox"/> without accommodation <input type="checkbox"/> with accommodation. If so, please specify:			
This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.		MISSION <i>...Safety, Stability, and a path to Self Sufficiency.</i>	
Signature		Date	
Print Name			
FILING APPLICATIONS Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment.			
POSITIONS REQUIRING DEGREE/ CREDENTIAL Where required, an official transcript from an accredited college or university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.		INTRODUCTORY PERIOD All positions have an initial introductory period of 60 days.	
BENEFITS Not applicable		CITIZENSHIP/IMMIGRATION STATUS In accordance with the Immigration Reform and Control Act of 1986, Community Resource Center hires only U.S. citizens and others lawfully authorized to work in the U.S.	