



Job Description: Residential Advocate
Supervised by: Domestic Violence Program Coordinator

Position Profile: Under the supervision of the Domestic Violence Program Coordinator, the Residential Advocate is responsible for assisting hotline callers and supporting residents living in the emergency shelter and transitional housing apartments. Scheduled shifts are overnight and weekends.

Essential Functions and Responsibilities:

- Answer all hotline calls, provide crisis intervention, establish immediate needs and provide resources.
- Provide emergency assistance to residents (food, diapers and hygiene products), as needed.
- Maintain a safe, clean campus environment in coordination with residents.
- Provide basic information and referral to clients, as requested.
- Document client contacts during each shift.
- Adhere to ethical practice standards and comply with center policies.
- Participate in scheduled staff meetings and work holidays, weekends and/or overnight, as scheduled.
- Other duties as assigned.

Requirements:

- Bachelor's degree in psychology, sociology, social work or related field is preferred.
- One-year human service experience is preferred.
- Additional experience may be substituted for a bachelor's degree.
- Must complete California 40-hour Domestic Violence Advocate Training within 90 days of hire.
- Ability to work a flexible schedule.

Physical requirements:

- Primarily sedentary with intermittent standing, walking, bending and stair climbing.
- Occasional light lifting and carrying of objects weighing up to 25 lbs.
- Ability to work in a standard office environment at a computer, including repetitive use of a keyboard and mouse.

This position is part-time, non-exempt and is paid according to federal and state laws. Candidates selected for hire are required to undergo a TB screening and a LiveScan background screening.