

## **Weekend/On Call Shelter Advocate**

The Blackstone Valley Advocacy Center is a non-profit organization providing comprehensive services to victims of domestic violence and sexual assault.

### **Job Summary:**

This is a part-time position in 8-hour shifts covering weekends and holidays. The Shelter Advocate provides supervision of the Safe Home Campus and coverage of the 24-hour Victims of Crime Helpline to assure continuous operations and support for survivors of domestic violence and sexual assault.

### **Principal Duties and Responsibilities:**

- Conducts activities to admit families to the residential programs;
- Records vital information, explains house practices, distributes linens and needed items, and orients new guests;
- Responds to requests for food items, hygiene needs, etc. according to established policy and procedures;
- Assures that the Safe Home Campus is physically secure by conducting periodic checks throughout entire shift and log information as needed;
- Must be alert and responsive to emergencies following established procedures;
- Maintains log of activities such as calls received, residents admitted, activities and needs;
- Communicates pertinent information to other staff;
- Provides crisis intervention and support to families, including handling problems that can be resolved on shift;
- Receives and responds to all calls to the Victims of Crime Helpline from victims in crisis, police, medical personnel, and others; and
- Gives information on services requested and makes referrals as necessary.

### **Skills and Abilities Required:**

- A high level of interpersonal skills to provide support and assistance to clients;
- Commitment and sensitivity to issues related to the needs of families, particularly those affected by domestic violence and sexual assault;
- The ability to appropriately and effectively deal with crisis level situations;
- The physical ability to lift heavy items;
- A level of knowledge equivalent to that which is acquired by a minimum of an Associate's Degree, two years of experience in direct service care, knowledge of trauma informed services, and the housing first model; and
- Bilingual ability in English/Spanish a plus.

This job description is intended to describe the general nature and level of work performed. The Principal Duties and Responsibilities are a representative, but not exhaustive, list of duties performed.

The Blackstone Valley Advocacy Center is an Equal Opportunity Employer. The organization does not discriminate against a volunteer, an employee, or applicant for employment of

conditions or opportunities for employment based on race, color, religion, gender, sexual orientation, gender identity or expression, disability, age or country of ancestral origin.

**Job Type:** Part-time, On Call, Weekends, and Holidays

**Shifts:**

8 a.m. - 4 p.m.

4 p.m. - 12 a.m.

12 a.m. - 8 a.m.

**Salary:** \$15 per hour