

TUNDRA WOMEN'S COALITION

Job Description (Revised 4/09)

SHELTER ADVOCATE

Requirements: Yup'ik Speaker Preferred
Experience working in residential facility preferred
Knowledge of domestic violence, sexual assault, substance abuse preferred
GED or High School education required; College degree or previous work experience preferred
Willingness to fly on small planes required
Must obtain or have an Alaska driver's license
Must be willing to receive training for on-call advocacy and work on-call status and overtime in addition to regular hours
Must be willing to attend meetings, provide direct-service advocacy & do minimal public speaking
Must be able to pass background check

Hours: 40 hours per week, **Sunday, 8:00 a.m. to 4:00 p.m.; Monday-Thursday 4:00 p.m. to Midnight.. On-call status and overtime required.**

Responsibilities: 1. Ensure that the shelter is secure and oversee safety needs of residents.

a) one security check per shift

2. Do resident intakes and orient new residents to the shelter.

a) make sure that all new residents get a tour, welcome packet, explanation of programs and make sure all initial paperwork requirements are met

3. Answer, respond to and screen crisis telephone calls.

4. Enforce TWC shelter/house rules and assign chores to residents.

a) advocate must be willing to engage in healthy communication styles with residents to help them participate successfully in the program

5. Arrange emergency transportation for prospective residents.

6. Maintain accurate data and confidential resident files.

a) must update data every day at the end of the shift
b) Must provide solid information/updates to the next incoming advocate

7. Maintain cleanliness of shelter.

a) advocate must be willing to help clean staff bathroom & community living spaces of shelter

9. Provide peer counseling to residents and record interactions.

a) day advocate must meet with every resident to ensure that needs are being met

10. Refer residents to proper community service organizations and assist in utilization of available resources.

11. Participate in weekly staff and/or shelter meetings

12. Attend training as required.

13. Function as member of the Sexual Assault Response Team; must be on-call a minimum of 4 days per month.

a) This includes responding to family violence victims at the hospital and accompanying CAC-referred families if they need advocacy assistance

14. Provide community education/support groups for residents.

a) Provide a domestic violence education group once per week for residents

15. Perform other duties as required by supervisor(s).

16. Willingness to model sober and non-violent behavior on and off the job.