WOMEN’S ADVOCATES, INC.

Evening and Weekend Advocate Job Description

ORGANIZATIONAL BACKGROUND
Women's Advocates is a safe place where battered women and their children can escape domestic violence. In addition to providing shelter, Women’s Advocates provides personalized support, advocacy, education, and resources for nearly 1,000 women and children every year. The first shelter in the nation for battered women, Women’s Advocates opened its doors in 1974. Women's Advocates welcomes women and children of all backgrounds and cultures.

PURPOSE OF POSITION
This position provides professional-level service coordination and advocacy to women and families experiencing domestic violence. Advocates provide case management, advocacy and support group facilitation to residents of Women’s Advocates shelter.

DUTIES AND RESPONSIBILITIES
- Provide crisis assessments and interventions to assist women and families in achieving safety and identifying needed services.
- Provide case management and advocacy support to shelter residents.
- Assist families in developing plans and achieving their goals.
- Document and maintain accurate and up-to-date client files using client data system.
- Complete all required reports, statistical forms, and project records accurately and on time.
- Provide or coordinate transportation for residents as needed.
- Design, plan and coordinate support and education groups for shelter residents and members of the community.
- Provide community presentations and lead systems advocacy on issues impacting victims of domestic violence and their families.
- Collaborate with other shelter staff and community resources to increase the range and diversity of opportunities for residents of Women’s Advocates.
- Adhere to the mission, standards and values of Women’s Advocates.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES
- Knowledge of chemical dependency and mental health diagnosis and related to domestic violence;
- Minimum of three years working in a community-based, diverse organization;
- Excellent interpersonal and communication skills; Second language preferred;
- Strong organizational skills;
- Computer proficiency in Word and Excel with data base experience;
- Ability to prioritize, handle a variety of tasks and be self-directed;
- Ability to handle client, administrative and personnel information with complete confidentiality;
- Demonstrated commitment to and experience with people of diverse cultural, ethnic and socio-economic backgrounds;
- Ability to develop and maintain positive and respectful relationships with residents, coworkers and community partners.
- Valid driver’s license with, current insurance and a reliable motor vehicle.
QUALIFICATIONS
Bachelor’s degree or equivalent work experience in social work or human services. Must have at least three to five years of experience working with at-risk women or children. Must have a good driving record, be able to transport families as needed, operate a dependable care and maintain current auto insurance. Criminal background check required for this position.

To apply: Send resume, cover letter and 3 professional references to Katoria Kennedy, Employee and Community Relations Specialist at k kennedy@w advocates.org.