**DASI**

Domestic Abuse & Sexual Assault Intervention Services

**JOB DESCRIPTION**

**Position Title:** Safe House Advocate

**Supervisor:** Licensed Social worker, Safe House Coordinator

**Job Summary:** The Safe House Advocate is responsible for answering the 24- hour hotline and providing appropriate interventions and referrals. The Safe House Advocate will also provide direct services to clients in addition to participating in the maintenance of the safe house. This position requires some flexibility with scheduling, as the shelter is a 24-hour facility. In this environment maintaining a helpful, courteous, and professional demeanor is always warranted while representing the Safe House.

**Responsibilities**

**Casework:**

* Conduct shelter welcome and orientation for new residents
* Provide direct services (case management, safety planning, advocacy, crisis intervention, information and referrals) to assigned caseload and assist clients with goal setting
* Provide in-person supportive counseling, advocacy, crisis intervention, information and referrals to all safe house residents as needed/requested by resident
* Provide transportation in agency van as needed

**Hotline:**

* Initiate SART as per procedures
* Provide supportive counseling, safety planning, advocacy, crisis intervention, and information and referrals to victims of domestic and sexual violence on 24-hour helpline, document in accordance with procedures
* Conduct shelter assessments and coordinate entry into safe house

**Training and Program Development:**

* Identify and aid in developing programming based on client needs
* Provide hotline and caseworker training for new staff when assigned by supervisor
* Attend conferences, seminars and/or educational programs to increase knowledge and improve skills
* Attend community and state-level peer support meetings as directed by supervisor

**Administrative:**

* Maintain up-to-date documentation in Apricot and ensure that client files are

maintained according to agency standards

* Complete required reports monthly
* Recommend procedural updates
* Report any physical facility issues to the facilities manager
* Remain on the premises until the next shift arrives to ensure shelter coverage
* Review all hotline calls and case notes recorded since the last shift
* Complete monthly fire drills and record results, when assigned by Clinical Safe House Coordinator
* Oversee safe house chores and ensure the shelter is adhering to DCA standards
* Complete rooms checks at the beginning of each shift
* Inventory all shelter supplies and restock or reorder when needed
* Act consistently with agency’s philosophy and expectation

**Supervision/Support**

* Recognize need for and seek supervision; use and accept feedback and integrate input into practice.
* Participate in regular supervision with Clinical Safe House Coordinator

**Program and Agency Support:**

* Participate on special projects as needed
* Attend agency functions
* Attend residential case conference meetings weekly when three clients or more are in safe house, bi-weekly otherwise
* Attend agency case conferences, in-service training, and staff meetings
* Participate in upkeep of shared staff areas to ensure a clean, safe work environment
* Perform other essential duties as assigned

**Qualifications:**

* Bachelor’s degree or experience in the domestic violence/sexual violence field preferred
* Computer literacy required (Microsoft Applications: Word, Excel, PowerPoint, Outlook, OneDrive, SharePoint, Internet including social media platforms, database systems)
* Excellent interpersonal, organizational, and written communication skills required
* Able to organize, prioritize, and work independently with minimal supervision
* Adaptable to a changing environment, collaborative and reliable
* Demonstrate an openness to work within a strength-based framework of empowerment
* Feminist analysis of domestic and sexual violence and of the economic, social and emotional barriers encountered by survivors
* Commitment to cultural humility, diversity and inclusion required
* Completion of 60-hour domestic violence and sexual assault intervention course within three months of hire
* Valid Driver’s License, proof of current auto insurance, and reliable vehicle available during work hours, driving agency van required at times.
* Clear criminal background check

***DASI reserves the right to change job duties and responsibilities as needed due to agency needs******and/or funding conditions or requirements.***

***This position does NOT have the ability to work remotely.***

* Salary range: Full-time Non-Exempt starting salary $31,200, Part-time Non-Exempt $15/hr., Per Diem $18/hr.
* Please send resume with cover letter Shirell Holmes holmes@dasi.org. Please do not fax or call regarding this position.

Revised: 2/2021