

# womenspace

## END THE SILENCE

**Job Title:** Safehouse Overnight Advocate

**Supervisor:** Safehouse Manager

**Location:** Safehouse

**Shift:** Ten-hour overnight shifts on 3 nights per week (plus meetings)

**Employment status:** 32 hours/week; Non-Exempt, hourly, \$12-12.50 (plus a \$0.50 Overnight differential)/hour (depending on English/Spanish bilingual fluency)

**Summary:** Work as an integral part of the Safehouse Team as well as the Womenspace Team providing advocacy, case-management, and information and referrals for shelter residents. Work with all Safehouse residents.

### **Essential Duties and Responsibilities for all Safehouse staff:**

- Work as part of the Safehouse Team and the Womenspace Team.
- Orient new residents to the Safehouse and Womenspace services.
- Properly manage intake, emergency case management and exit processes.
- Provide advocacy, education and support for residents.
- Answer Crisis Line phone and respond to calls. Provide information and referrals, safety planning and screening for shelter and other Womenspace or community services.
- Provide parenting support and respite childcare for parents in Safehouse.
- Attend meetings and trainings as assigned.
- Maintain accurate paperwork, statistics and fiscal documentation.
- Assist with training of staff and volunteers.
- Work with the Safehouse team in providing culturally competent services for residents.
- Assist with facility and vehicle maintenance.
- Appropriately manage confidential information.
- Responsibility for assuring the premises are clean and orderly
- Other duties as assigned.

### **Specialized Position Duties:**

- Assist with Safehouse reporting requirements. Inputting daily statistics
- Routine maintenance at facility; responsibility for assuring the premises are clean and orderly.
- Facilitate weekly Community Meeting for Safehouse residents.

### **Knowledge, Skills and Abilities:**

- Knowledge and understanding of the dynamics and impact of intimate partner violence (IPV) including the effect on children and parenting.
- Experience working with survivors of intimate partner violence (IPV) preferred
- Knowledge, experience, and ability to work with people from diverse backgrounds and underserved communities.
- Knowledge of and commitment to continual learning in the areas of oppression and privilege
- Experience in crisis intervention and presents a calm approach to crisis situations.
- Ability to work independently, multi-task and prioritize work appropriately

- Ability to seek out community resource information relevant to survivors of intimate partner violence (IPV) working with DHS.
- Highly skilled in oral and written communication and active listening; ability to demonstrate survivor-led communication and interaction.
- Ability to provide advocacy by phone and in person; maintain a survivor-centered focus.
- Ability to manage self-care; balance of work and personal life effectively
- Ability to give and receive positive and constructive feedback
- Ability to use Microsoft office Programs: Word, PowerPoint, Excel, Outlook
- Ability to use office equipment.
- Ability to provide informative DHS presentations about (IPV) and Womenspace services.
- Familiarity with community partners and the importance of community collaboration.
- Well organized, creative, empathetic, and people oriented.

#### **Qualification Requirements:**

- Commitment to the Womenspace Mission.
- Written and spoken Bilingual fluency in English/Spanish preferred.
- Must have current insurance coverage and a valid driver's license.
- Pass background check and department of motor vehicle driving record review.
- Successful completion of Womenspace training program within the last 3 years or active employment (includes the 32-hour DHS training and on site shadowing) **Can be completed after hire.**

#### **Application Procedure:**

- Visit our website [womenspaceinc.org](http://womenspaceinc.org) to download application.
- Submit a cover letter, resume and application.
- Only submissions with all parts completed will be considered.
- Submissions can be emailed to [humanresources@womenspaceinc.org](mailto:humanresources@womenspaceinc.org), mailed to: Womenspace, Attn: Human Resources, PO Box 50127 Eugene, OR 97405, or in person.
- Open until filled with first review two weeks from posting date.

***The mission of Womenspace is to prevent domestic violence in intimate partner relationships in Lane County and support survivors in claiming personal power.***