

womenspace

END THE SILENCE

Job Title: Safehouse Advocate

Department: Safehouse

Supervisor: Safehouse Manager

Location: Safehouse

Shift: Thursday through Saturday, Evenings

Employment status: 25 hours/week, .63 FTE; \$ 12-12.50; non-exempt status, plus benefits, depending on English/Spanish bilingual fluency

Summary: The Safehouse Advocate works as integral part of the Safehouse Team and is responsible to collaborate with the team to provide services to all residents and callers. Work as a part of a team to provide survivors of intimate partner violence (IPV) with advocacy-based support; safety planning, peer counseling, information and referral and crisis intervention. Support the leadership and direction of the Safehouse and Womenspace in order to provide a safe and healthy environment for the residents. Facilitate support groups and education classes as needed, network with other agencies, and assess participants for the Safehouse. Maintain participant confidentiality. Work with community members seeking our services. Work with Womenspace staff to provide a safe and healthy environment for all personnel and participants. Work with all Safehouse residents.

Essential Duties and Responsibilities for all Safehouse staff:

- Provide support, advocacy, safety planning, community referrals, and domestic violence/intimate partner violence (IPV) education including the effects on children in person and by phone to survivors.
- Provide resource information and referral to address the survivor's needs.
- Coordinate with Womenspace program staff for additional support and services.
- Provide educational information and outreach in the form of networking with local individuals and organizations.
- Provide information about legal remedies and resources, including information about the availability of protective orders.
- Provide parenting support and respite care while survivor is onsite.
- Orient new residents to the Safehouse and Womenspace services.
- Properly manage intake, emergency case management and exit processes.
- Collaborate with agency personnel to increase cultural competency when working with survivors from diverse backgrounds and underserved communities.
- Assist with training of staff and volunteers as needed.
- Work as a member of the Safehouse and Womenspace Team.
- Assist with facility and vehicle maintenance.
- Responsible for assuring the premises are clean and orderly.
- Attend meetings and trainings as assigned.
- Answer Crisis Line phone and respond to calls. Provide information and referrals, safety planning and screening for shelter and other Womenspace or community services.
- Appropriately manage confidential information and paperwork
- Maintain accurate paperwork, statistics and fiscal documentation.

- Other duties as assigned.

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)
- 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 use stairs in order to access all levels of the Safehouse.
- Ability to safely lift 25 pounds and participate in physical household activities.
- Familiarity with community partners and the importance of community collaboration.
- Well organized, creative, empathetic, and people oriented.

Qualifications:

- Commitment to the Womenspace mission.
- Written and spoken Bilingual fluency in English/Spanish *strongly preferred*.
- Must have current vehicle 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 to download application.
- Submit a cover letter, resume and application.
- Only submissions with all parts completed will be considered.
- 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.