



Job Description

Job Title: Shelter Advocate (part-time)
Department: Catholic Charities – Phoenix House
Reports To: Domestic Violence/Sexual Assault Program Coordinator
FLSA Status: Non-Exempt

Summary

Provides support to women and children staying at the Phoenix House. Maintains security of the Phoenix House. Assists in the maintenance and upkeep of the shelter facility. Assists families in communal living. Assists with de-escalation and stabilization of critical situations during evening and weekend hours.

Essential Duties and Responsibilities

- Provides support to women and children using the shelter and helps families access community resources throughout the city, county and state. Informs backup staff of any immediate emergencies or problems.
- Assists with maintenance and upkeep of the shelter facility and reports any repair and/or supply need to Shelter Managers. Completes projects assigned by Shelter managers and completes intakes and exits as needed.
- Answers crisis line calls during their shift and maintains security system during shift. Knows and understand how to do fire drills, tornado and/or storm watches, medical emergencies and an evacuation (in case of community crisis).
- Prepares daily reports for the staff and the Shelter Managers in the Daily Logbook. Also maintains group living according to shelter policies and prepares rooms for incoming families.
- Participates in monthly staff meetings.
- Performs other duties as assigned.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Excel Spreadsheet software and Microsoft Word Processing software.

Certificates, Licenses, Registrations

Successful child abuse registry check
Successful criminal background check
Blood borne pathogen training (annually)
CPR certification (annually)
First Aide certification (every three years)
Mandatory Child Abuse and Dependent Adult training (every five years)
Acquire and maintain certified Domestic Abuse Advocate Level I or II

Other Qualifications

Ability to establish and maintain effective working relationships with a variety of people having diverse social concerns and problems. Good understanding of "boundaries" between self and families.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.