

Crisis Intervention Services Job Posting

Job Title: Emergency Shelter Advocate

Summary

Excellent part-time opportunity to join Crisis Intervention Services providing prevention and life skills, education, advocacy, intervention, shelter, and outreach services to empower persons, families and the community working to end all forms of abuse.

Hours and Pay

- Evening and Weekend Shift
- Hourly rate: \$14.00 - \$16.00 per hour
- Part-time: 15 - 20 hours per week
- FLSA Status: Non-exempt

Client Centered Responsibilities

- Maintain coverage of the 24-hour crisis and business lines; provides quality information and referrals. Perform crisis intervention and safety planning for shelter residents and crisis line callers.
- Conduct Shelter intakes, including screening, interviews, orientation to the Shelter facilities, room assignments, and completion of intake paperwork.
- Conduct exit interviews and ensure the completion of client-based data and exit paperwork.
- Collect and enter client data and service data.
- Conduct confidential crisis counseling; legal, medical, and economic advocacy; safety planning; information and referrals; transportation; peer support groups; and other needed services to adult and child victims of sexual assault and domestic violence.
- Conduct empowerment focused advocacy assisting clients with referrals and resources to obtain emergency food, clothing and transportation.
- Conduct empowerment focused advocacy to assist clients in obtaining employment, transitional/permanent housing and overall achievement of goals of self-sufficiency.

General Organizing

- Ensure residents safety through regular facility checks. Follow guidelines and Shelter policies and procedures. Model, explain, and enforce Shelter rules and policies. Keep empty bedrooms, client linens, basement, laundry room, playroom and garage clean and organized. Sort and put away donations/supplies away as needed. Maintain shelter alarm system as needed.

Required Skills

- Proficient in Microsoft Office applications.
- Team player, demonstrated collaboration skills.
- Ability to read and comprehend safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrate a harmonious attitude, exercise professional ethics.
- Excellent verbal and written communication skills.
- Build and maintain collaborative relationships with community professionals and human services agencies, religious and civic organizations, and educational institutions.
- Foster respectful working relations with residents, staff, volunteers and the general public.
- Participate in staff meetings as directed.
- Maintain scheduled work hours and notify your immediate supervisor personally of absences.

Credentials and Training

- Paid training provided to obtain state, ICADV, and Iowa CASA Victim Counselor and Shelter Advocate certifications. Continuing education opportunities available.

Required Education and Experience

- High school diploma
- Related experience in case management and/or advocacy based counseling

Preferred Education and Experience

- Bachelor's Degree or College studies in Human Services, Psychology or Sociology Field.
- Past experience working with survivors of trauma.
- Experience with crisis intervention techniques.

Physical Demands

All positions at Crisis Intervention Services are exposed to clients who have experienced or are experiencing trauma in various forms including but not limited to: domestic violence, sexual violence, homelessness, unemployment, financial hardship, etc. As a result, staff may be at risk of secondary trauma. Employees are encouraged to seek external support and maintain self-care when working indirectly or directly with clients.

- Sits while doing indoor work including operating a computer.
- Ability to travel to multiple locations for off-site meetings, reliable transportation required.
- Frequently uses speech, hearing, and sight abilities in exchanging information with clients, agency staff, employers, representatives of community organizations and other individuals in the community.
- Frequently uses hands and wrists, fingering, handling, grasping and reaching in using telephones, computers, fax machines and other office equipment and supplies.
- Occasionally lifts/carries up to 20 pounds in performing duties in the office and in traveling to off-site meetings.
- Occasionally reaches outward, stands, squats, kneels, bends, walks and reaches above shoulders in performing duties in the office and in traveling to off-site meetings.

To apply send cover letter and resume to abbyf@stopdvsa.org

Abby Foertsch, Director of Housing Services

www.stopdvsa.org