



Job Title: Relief Advocate
Reports to: Program Managers
Status: Non-Exempt, Part-time
Pay: Starting at \$20/hour with \$1.00/hour pay differential for overnight shifts
Hours: Between 8-hour shifts to 12-hour shifts

Summary: The Relief Advocate fills in for vacant shifts when they are available to do so. Upon hire, must complete a 40-hour Core Series training and advocacy training prior to beginning work as an advocate.

Direct Service

- Remain up-to-date on shelter food needs, inventory lists, and Food Share orders
- Provide advocacy, safety planning, information, and referrals to shelter residents and survivors not in the shelters
- Provide case management to shelter residents as requested
- Answer the 24-hour crisis hotline
- Provide or arrange transportation for survivors
- Provide on-scene crisis response as requested by survivors or community partners
- Provide follow-up phone calls to survivors as requested
- Complete all data collection for follow-up services and statistical purposes
- Maintain up-to-date client files and records of services provided
- Participate in shelter cleaning, and assessing furniture needs and repairs for Facilities Manager

General Responsibilities

- Attend mandatory once a month all staff meetings
- Collaborate with CARDV programs for program planning and services

Education/Experience

- BA/BS preferred or equivalent experience in advocacy for survivors of domestic and sexual violence, stalking, and trafficking
- 2 years of professional employment experience

Preferred Skills:

The list below is representative of the knowledge, skills, and abilities preferred to perform the essential duties successfully. We will make reasonable accommodations to enable individuals with disabilities to perform essential functions.

- Bicultural and bilingual experience preferred
- Demonstrated knowledge of the dynamics and impacts of domestic violence, sexual assault, stalking, and teen dating violence
- Demonstrated understanding of safety planning and the necessity of strict adherence to confidentiality
- Ability to provide leadership, remain calm, make decisions, and provide clear direction in crisis situations
- Empathize with and understand survivors



- Excellent written and verbal communication skills
- Ability to work well with people of diverse backgrounds
- Ability to work well both independently and in a team environment
- Good planning and organizational skills, ability to focus, multitask, and prioritize
- Ability to think, act quickly, and anticipate the needs of survivors
- Ability to work effectively with noise and interruptions
- Possess awareness of and respect for cultural differences

Additional Requirements

- Successful completion of CARDV Advocacy Training Program upon hire
- Obtain certification as an Address Confidentiality Program Assistant upon hire
- Valid driver's license, a good driving record, current auto insurance, access to a working vehicle, and 21 years or older to be included on CARDV's driving insurance
- Understanding and willingness to abide by CARDV policies and procedures

Physical Demands

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 30 pounds at times

Mental or Visual Demands

- Periods of high stress and strict deadlines
- Continuous mental or visual attention

CARDV commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer. We welcome applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQIA2S+ community members, and others who share our mission and values to apply.